

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notification of Scheduled Service Visit

Dear [Customer Name],

This letter is to confirm your upcoming appointment for appliance service. A technician is scheduled to visit your property to perform the following work:

**Service Type:** [Repair/Maintenance/Installation]

**Appliance:** [Type of Appliance, e.g., Refrigerator/Washing Machine]

**Date of Visit:** [Date]

**Estimated Time Window:** [Start Time] to [End Time]

Please ensure that an adult (18 years or older) is present during the visit and that the technician has clear access to the appliance. If there are pets on the premises, please keep them in a separate area for the safety of our staff.

If you need to reschedule or cancel this appointment, please contact us at [Phone Number] or [Email Address] at least 24 hours in advance.

Thank you for choosing [Company Name].

Sincerely,

[Your Name/Company Representative]

[Company Name]