

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Appointment Confirmation for Oven Repair

Dear [Customer Name],

This letter is to confirm your scheduled appointment for the repair of your oven (Model: [Model Number/Description]).

Our technician is scheduled to arrive at your property on:

Date: [Day of week], [Date]
Time Window: [Start Time] to [End Time]

Please ensure that someone over the age of 18 is present to provide access to the appliance. We also request that the oven be empty and cool to the touch prior to the technician's arrival.

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

Thank you for choosing [Company Name] for your appliance needs.

Sincerely,

[Your Name/Signature]
[Title]