[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number] [Date] [Service Provider's Name] [Service Provider's Address] [City, State, Zip Code] Dear [Service Provider's Name or Customer Service], Subject: Router Installation Confirmation I am writing to confirm the scheduled installation of my router with [Service Provider's Name] on [Date] at [Time]. Details of the installation: - Account Number: [Your Account Number] - Installation Address: [Installation Address] - Type of Router: [Brand and Model] - Technician Name (if known): [Technician Name] Please let me know if there are any changes to this appointment or if additional information is required from my side prior to the installation. Thank you for your assistance. Sincerely,

[Your Name]