

[Your Name]
[Your Position]
[Your Company]
[Your Email Address]
[Your Phone Number]

[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Email Address]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to discuss the setup of the new monitors for our department. To ensure a smooth installation process, I would appreciate your assistance with the following details:

1. ****Specifications****: Please confirm the model and specifications of the monitors to be installed.
2. ****Installation Date****: Can we set a date for the installation that works for everyone involved?
3. ****Technical Requirements****: Are there any specific technical requirements we need to prepare ahead of time?
4. ****Support****: Who will be available on-site for assistance during the setup?

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]
[Your Position]
[Your Company]