

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to confirm the IT support services scheduled for [date] at [time]. Our team is prepared to address [specific issues or tasks to be performed].

Please let us know if you have any questions or need further assistance prior to the appointment. We look forward to working with you.

Thank you for your cooperation.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company]