

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

[Service Company Name]  
[Service Company Address]  
[City, State, Zip Code]

Subject: Notification of Service Appointment for LG Refrigerator

Dear [Service Company Name/Technician's Name],

I am writing to confirm my scheduled service appointment for my LG refrigerator. Below are the details:

**\*\*Appointment Date:\*\*** [Insert Date]

**\*\*Time:\*\*** [Insert Time]

**\*\*Model Number:\*\*** [Insert Model Number]

**\*\*Serial Number:\*\*** [Insert Serial Number]

**\*\*Issue Description:\*\*** [Briefly describe the issue]

Please let me know if you require any additional information prior to the appointment. I appreciate your assistance and look forward to your visit.

Thank you,

[Your Name]

[Your Signature (if sending a hard copy)]