

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Confirmation of PVC Pipe Installation

We are pleased to confirm the installation of PVC pipes at your premises located at [Project Address]. The installation is scheduled for [Installation Date] and will begin at [Start Time].

Details of the installation are as follows:

- Scope of Work: [Brief description of the work to be completed]
- Estimated Duration: [Expected duration of the installation]
- Installation Team: [Names of team members, if applicable]

Please ensure that the work area is accessible and that any necessary preparations are made prior to our arrival. If there are any changes or special considerations regarding this installation, please let us know as soon as possible.

We appreciate your business and look forward to completing this project for you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]