

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: QNAP Installation Service Confirmation

We are pleased to confirm your QNAP installation service scheduled for [insert date] at [insert time]. Our technician, [Technician's Name], will arrive at your location to ensure a smooth setup of your QNAP device.

Service Details:

- ****Service Date:**** [Insert Date]
- ****Service Time:**** [Insert Time]
- ****Location:**** [Client's Address]
- ****QNAP Model:**** [Insert Model if applicable]

Please ensure that the area is accessible and that any necessary preparations are completed before our technician's arrival. Should you have any questions or need to reschedule, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for choosing [Your Company Name] for your installation service.

We look forward to assisting you!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]