

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to confirm your snow removal service scheduled for [date(s) of service]. Our team is prepared to ensure your property remains safe and accessible during the winter weather.

Service Details:

- Service Address: [Service Address]

- Start Time: [Start Time]

- Expected Duration: [Duration]

Please let us know if you have any special instructions or concerns regarding the snow removal process.

Thank you for choosing [Your Company Name]. We look forward to serving you this winter!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]