

# Preventive Maintenance Alert

Dear [Recipient's Name],

This is a reminder that preventive maintenance is scheduled for [Equipment/Facility Name]. The maintenance will take place on [Date] at [Time].

Please ensure that all necessary preparations are made and that the area is accessible for our maintenance team.

Should you have any questions or concerns, feel free to reach out to us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]