

Scheduled Preventive Visit Notification

Dear [Recipient's Name],

We are writing to inform you that a scheduled preventive visit has been arranged for your property. Below are the details of the visit:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Duration:** Approximately [Insert Duration]
- **Address:** [Insert Address]

The purpose of this visit is to conduct routine maintenance and ensure that all systems are functioning properly. Please ensure that access to the required areas is available.

If you have any questions or need to reschedule, please feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]