

Maintenance Service Schedule Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of the upcoming maintenance service scheduled for [Date] at [Time]. This is part of our regular maintenance program to ensure that our facilities remain in optimal condition.

Details of the Scheduled Maintenance:

- Location: [Location]
- Services to be performed: [List of services]
- Estimated duration: [Duration]

Please ensure that all necessary preparations are made prior to the maintenance date. We apologize for any inconvenience this may cause and appreciate your understanding as we work to maintain our services.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Contact Information]