

Upkeep Timetable

Date: [Insert Date]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide you with the upkeep timetable for the lodging facilities for the upcoming month. Please find the schedule outlined below:

Date	Upkeep Task	Responsible Person
[Insert Date]	Cleaning of common areas	[Name]
[Insert Date]	Lawn Maintenance	[Name]
[Insert Date]	Inspection of facilities	[Name]
[Insert Date]	Restocking of supplies	[Name]

Thank you for your attention to these matters. Should you have any questions or require further details, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]