

Room Functionality Check Schedule

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Schedule for Room Functionality Check

Dear [Recipient's Name],

I hope this message finds you well. This is to inform you about the upcoming schedule for the functionality check of the following rooms:

Room Number	Date	Time	Person Responsible
[Room 101]	[Insert Date]	[Insert Time]	[Name]
[Room 102]	[Insert Date]	[Insert Time]	[Name]

Please ensure that all necessary preparations are made prior to the scheduled checks. Should you have any questions or require further details, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]