

Telecom System Pre-Check Notification

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Recipient Company]

Dear [Recipient Name],

We would like to inform you that a pre-check of the telecom system is scheduled for [Insert Date]. This pre-check is essential to ensure optimal performance and to identify any potential issues prior to the upcoming maintenance.

Please ensure that all relevant personnel are informed and that the necessary preparations are made in advance.

Below are the key details:

- **Date & Time:** [Insert Date and Time]
- **Location:** [Insert Location]
- **Expected Duration:** [Insert Duration]

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]