

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the scheduled maintenance for [specific equipment/system/service] that is due on [date]. We would like to confirm the exact timing and any preparations needed on our end to ensure a smooth process.

Could you please provide details regarding the schedule, any potential downtime, and if there are any specific instructions we should follow?

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]