

# Periodic Maintenance Plan Notification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you about the upcoming periodic maintenance plan for [Equipment/Facility Name]. This plan is crucial to ensure the optimal performance and longevity of our assets.

## Maintenance Schedule

The scheduled maintenance will occur on:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location]

## Scope of Work

The following tasks will be performed during this maintenance:

- [Task 1]
- [Task 2]
- [Task 3]

We kindly ask you to prepare accordingly and ensure that [specific requirements or actions needed from the recipient, if any].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]