

Scheduled Air Conditioning Maintenance Notification

Dear [Recipient's Name],

We would like to inform you that routine maintenance for the air conditioning system in [Location/Building Name] is scheduled for [Date] at [Time].

This maintenance is essential to ensure optimal performance and efficiency of the system. Our maintenance team will conduct a thorough inspection and necessary servicing.

We kindly ask you to ensure that the area around the air conditioning unit is accessible during this time. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]