

Vendor Maintenance Schedule Request

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

I hope this message finds you well. We are writing to request a maintenance schedule for our ongoing partnership. Due to the importance of keeping our operations running smoothly, we would like to discuss the following points:

1. Proposed dates for routine maintenance
2. Emergency response times
3. Any upcoming changes to service protocols

Please let us know your availability for a meeting or if you can provide a maintenance schedule by [Insert Deadline]. Your prompt response will be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email]