

# Preventive Maintenance Agreement

Date: [Insert Date]

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

To: [Client's Name]  
[Client's Company Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

We are pleased to offer you this Preventive Maintenance Agreement for the maintenance and servicing of your equipment. This agreement aims to ensure optimal performance and longevity of your systems.

## Terms of Agreement

- **Scope of Work:** [Describe services covered under the agreement]
- **Frequency of Maintenance:** [Monthly/Quarterly/Annually]
- **Agreement Duration:** [Start Date] to [End Date]
- **Payment Terms:** [Specify payment details]

Please review this agreement and indicate your acceptance by signing below.

Thank you for choosing [Your Company Name]. We look forward to maintaining your equipment.

Sincerely,

[Your Name]  
[Your Title]

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Signature of Client

Date: \_\_\_\_\_