

Scheduled Maintenance Agreement

Date: [Insert Date]

To: [Client Name]

Address: [Client Address]

Email: [Client Email]

Phone: [Client Phone]

Dear [Client Name],

We are pleased to inform you that we have scheduled maintenance for [Equipment or Service] as outlined below:

Maintenance Details:

- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Location:** [Insert Location]
- **Type of Maintenance:** [Routine/Preventive/Corrective]

During this maintenance period, our team will perform the following tasks:

1. [Task 1]
2. [Task 2]
3. [Task 3]

We appreciate your cooperation and understanding as we perform these essential maintenance activities. If you have any questions or concerns, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone]

[Your Company Email]