

Vertical Transportation Maintenance Advisory

Date: [Insert Date]

To: [Client's Name]

From: [Your Company Name]

Dear [Client's Name],

We hope this message finds you well. We are writing to notify you about the upcoming scheduled maintenance for the vertical transportation systems in your building.

Maintenance Details:

- Scope of Work: [Brief description of the maintenance work]
- Date of Maintenance: [Insert Date]
- Time: [Insert Time]
- Expected Duration: [Insert Duration]

It is essential to perform this maintenance to ensure the safety and reliability of the elevators/escalators in your facility. We appreciate your understanding and cooperation during this period.

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

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]