

Clinical Equipment Maintenance Advisory

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]
[Your Position]
[Your Institution]

Dear [Recipient Name],

I hope this message finds you well. As part of our ongoing commitment to ensure the safety and efficacy of our clinical equipment, we would like to remind you of the following maintenance schedule and guidelines.

Equipment Maintenance Schedule

- Equipment: [Equipment Name]
- Next Maintenance Due: [Insert Date]
- Last Maintenance Conducted: [Insert Date]

Maintenance Guidelines

Please ensure the following tasks are completed before the next scheduled maintenance:

- Routine cleaning and calibration
- Technical inspections by certified personnel
- Replacement of any worn-out parts

If you have any questions or require assistance, please do not hesitate to reach out to the maintenance team at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Institution]
[Contact Information]