

# Medical Device Upkeep Alert

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Organization's Name]

Subject: Important Notice Regarding Medical Device Maintenance

Dear [Recipient's Name],

We are writing to inform you of the upcoming maintenance schedule for the following medical device(s):

- Device Name: [Insert Device Name]
- Model Number: [Insert Model Number]
- Serial Number: [Insert Serial Number]

As part of our commitment to ensuring safety and compliance with medical standards, it is crucial to perform periodic maintenance on this device. The maintenance is scheduled for [Insert Date of Maintenance].

Please ensure that the device is accessible and that any necessary preparations are made prior to this date.

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

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Contact Information]