

# Important Announcement: Medical Machinery Upkeep

Date: [Insert Date]

To: All Staff

Dear Team,

We would like to inform you that routine upkeep of our medical machinery is scheduled to take place from [Start Date] to [End Date]. During this period, the following machines will be temporarily unavailable:

- Machine 1: [Name/Type]
- Machine 2: [Name/Type]
- Machine 3: [Name/Type]

Please plan your work accordingly and ensure that all necessary arrangements are made prior to the maintenance schedule. We apologize for any inconvenience this may cause and appreciate your understanding in keeping our equipment in optimal condition.

If you have any questions or concerns, feel free to reach out to [Contact Person's Name] at [Contact Information].

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]