

Letter of Outreach for Hiring Maintenance Specialists

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to inform you of an exciting opportunity at [Private Educational Establishment Name]. As we continue to strive for excellence in providing a safe and conducive learning environment for our students, we recognize the importance of having dedicated maintenance specialists on our team.

We are currently seeking qualified maintenance professionals who have a strong background in facilities management, including general repairs, preventive maintenance, and emergency response. If you have experience in this field or know someone who might be a good fit, we would love to hear from you.

Please feel free to share this letter with any potential candidates or direct them to our careers page at [Insert Careers Page URL] for more information on the positions available. We are committed to building a talented team that will help maintain and improve our facilities.

Thank you for your assistance, and we look forward to your recommendations.

Sincerely,

[Your Name]

[Your Position]

[Private Educational Establishment Name]

[Contact Information]