

Scheduled Maintenance Notice

Dear [Recipient's Name],

We would like to inform you that our event gear will undergo scheduled maintenance to ensure optimal performance and safety for future events.

Maintenance Date: [Start Date] to [End Date]

Reason for Maintenance: Routine checks and repairs

During this period, the event gear will not be available for use. We apologize for any inconvenience this may cause and appreciate your understanding as we work to enhance our services.

If you have any questions or require assistance, please feel free to reach out to us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]