

Basketball Court Maintenance Reminder

Dear Facility Manager,

This is a friendly reminder regarding the upcoming maintenance schedule for the basketball court. Regular upkeep is essential to ensure the safety and usability of the facility for all players.

Maintenance Date: [Insert Date]

Time: [Insert Time]

Tasks to be Completed:

- Cleaning the court surface
- Inspecting and repairing any damage
- Checking and replenishing line markings
- Ensuring proper lighting conditions

Please ensure that all necessary materials are available and that the area is cleared prior to maintenance.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]