

# Maintenance Schedule Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Project: [Project Name]

Location: [Project Location]

**Dear [Recipient Name],**

We are writing to inform you of the upcoming maintenance schedule for the construction project at [Project Location]. Please find the details below:

## **Maintenance Schedule:**

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Scope of Work:** [Brief Description of Maintenance Tasks]
- **Responsible Parties:** [List of Contractors/Personnel]

We appreciate your understanding and cooperation as we ensure the project progresses safely and efficiently.

If you have any questions or need further details, please do not hesitate to reach out.

**Thank you for your attention.**

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]