

Routine Maintenance Assessment Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to inform you of the upcoming routine maintenance assessment for the construction project located at [Project Address]. This assessment is scheduled for [Insert Date and Time].

The primary objectives of this assessment are to:

- Evaluate the current condition of the construction elements.
- Identify any necessary repairs or maintenance work.
- Ensure compliance with all safety and regulatory standards.

Please ensure that all relevant personnel are available during the assessment, and that access to the site is provided. Should you have any questions or require additional information, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, ZIP Code]