

Preventative Maintenance Announcement

Dear [Recipient's Name],

We would like to inform you that scheduled preventative maintenance will be conducted on [Date] from [Start Time] to [End Time]. This maintenance is crucial to ensure the optimal performance of our facilities and equipment.

During this time, [specify any affected areas or services]. We apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]