

# Unplanned Maintenance Schedule Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Unplanned Maintenance Schedule

Dear [Recipient's Name],

We would like to inform you of an important update regarding the unplanned maintenance that will be taking place on [specific equipment/systems]. The initial schedule has been adjusted as follows:

## Updated Maintenance Schedule

- **Original Date:** [Original Date]
- **New Date:** [New Date]
- **Time:** [Start Time] to [End Time]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to ensure the reliability and efficiency of our services. Please do not hesitate to reach out if you have any questions or need further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]