

# Facility Maintenance Calendar Update

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Update on Maintenance Schedule

Dear [Recipient's Name],

We would like to inform you about some updates to our facility maintenance calendar for the upcoming month. Please find the details below:

## Maintenance Activities Schedule

- **HVAC System Check:** [Date/Time]
- **Fire Alarm Inspection:** [Date/Time]
- **Electrical System Maintenance:** [Date/Time]
- **Plumbing Inspection:** [Date/Time]

We appreciate your understanding and cooperation during these essential maintenance activities. If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]