

# Maintenance Schedule Adjustment Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to the maintenance schedule for [Specify Equipment/Area].

The new maintenance schedule is as follows:

- **Previous Date/Time:** [Insert Previous Date/Time]
- **New Date/Time:** [Insert New Date/Time]
- **Reason for Change:** [Briefly explain reason]

We apologize for any inconvenience this may cause and appreciate your understanding. Please feel free to reach out if you have any questions or require further assistance.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]