

# Maintenance Schedule Notification

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you about the upcoming maintenance schedule for [Property/Facility Name].

## Scheduled Maintenance Details

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Scope of Work:** [Brief Description of Maintenance Work]

Please be advised that there may be some disruptions during this time. We appreciate your understanding and cooperation.

If you have any questions or concerns, feel free to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]