

Equipment Maintenance Timeline Notification

Dear [Team/Department Name],

We are writing to inform you about the upcoming maintenance schedule for our equipment. Please find the timeline below:

Equipment Name	Maintenance Start Date	Maintenance End Date	Estimated Downtime
[Equipment 1]	[Start Date]	[End Date]	[Downtime]
[Equipment 2]	[Start Date]	[End Date]	[Downtime]

We appreciate your understanding and cooperation during this maintenance period. If you have any questions or concerns, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]