

Notice of Planned Equipment Service

Dear [Team/Department/All Staff],

We would like to inform you about the scheduled service for our equipment. The details are as follows:

- **Equipment:** [Name of Equipment]
- **Service Date:** [Date]
- **Service Time:** [Start Time] to [End Time]
- **Service Provider:** [Company/Technician Name]

Please ensure that you have saved your work and have no ongoing tasks that could be affected by this maintenance. We appreciate your understanding and cooperation.

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

Thank you for your attention.

Sincerely,

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