

Scheduled Repairs and Maintenance Alert

Dear [Recipient's Name],

This is to inform you that scheduled repairs and maintenance for [Property/Equipment Name] will take place on [Date] from [Start Time] to [End Time].

During this time, [describe any disruptions or access limitations]. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or concerns, please do not hesitate to reach out to us at [Contact Information].

Thank you for your cooperation.

Sincerely,

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