

# Expedited Maintenance Plan Notification

Date: [Insert Date]

To: [Facility Users/Residents]

From: [Facility Management/Your Name]

Subject: Expedited Maintenance Plan for [Facility Name]

Dear [Facility Users/Residents],

We are reaching out to inform you about an expedited maintenance plan that will be implemented at [Facility Name]. This plan is designed to address the ongoing issues and enhance the overall safety and functionality of our facility.

Maintenance Schedule:

- Start Date: [Insert Start Date]
- End Date: [Insert End Date]
- Daily Working Hours: [Insert Working Hours]

Services Included:

1. [Service 1]
2. [Service 2]
3. [Service 3]

We appreciate your cooperation and understanding during this maintenance period. If you have any questions or concerns, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Facility Management Contact Information]