

Maintenance Service Change Reminder

Dear [Customer Name],

We hope this message finds you well. We are writing to remind you of an upcoming change to your maintenance service schedule.

Effective [Start Date], the new maintenance service will be as follows:

- Service Day: [New Service Day]
- Service Time: [New Service Time]
- Service Frequency: [New Service Frequency]

We appreciate your understanding and cooperation as we make this transition to enhance our services.

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

Thank you for your continued support.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]