

# Pre-Flight Checklist Notification

Date: [Insert Date]

To: [Maintenance Personnel Name]

From: [Your Name / Your Position]

Subject: Pre-Flight Checklist Notification

Dear [Maintenance Personnel Name],

This is a reminder to complete the pre-flight checklist for aircraft [Aircraft Identifier] scheduled for departure on [Departure Date]. Please ensure that all maintenance and safety checks are performed as per the following items:

- Verify fuel levels and confirm fuel quality.
- Inspect the aircraft exterior for any visible damage.
- Check tire pressure and condition.
- Test all emergency equipment functionality.
- Confirm communication and navigation systems are operational.
- Review weight and balance calculations.
- Ensure all maintenance logs are updated and compliant.

Please complete this checklist by [Completion Deadline] and provide confirmation of its completion.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]