

Construction Equipment Maintenance Request

Date: [Insert Date]

To: [Maintenance Supervisor/Department]

From: [Your Name]

Subject: Request for Oil Change on Construction Equipment

Dear [Maintenance Supervisor/Team],

I am writing to request an oil change for the following construction equipment:

- **Equipment Type:** [Excavator/Loader/etc.]
- **Model:** [Insert Model]
- **Serial Number:** [Insert Serial Number]

The last oil change was performed on [Insert Last Change Date], and it is due for maintenance as per our maintenance schedule. Please let me know the availability for this service and if any additional information is needed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]