

# Construction Equipment Maintenance Request

Date: [Insert Date]

To: [Maintenance Manager's Name]

From: [Your Name]

Company: [Your Company Name]

Email: [Your Email]

Phone: [Your Phone Number]

## **Subject: Request for Preventive Maintenance on Construction Equipment**

Dear [Maintenance Manager's Name],

I am writing to formally request preventive maintenance for the following construction equipment:

- Equipment Type: [Insert Equipment Type]
- Model: [Insert Model]
- Serial Number: [Insert Serial Number]
- Last Maintenance Date: [Insert Date]
- Current Operating Hours: [Insert Hours]

As part of our commitment to maintaining optimal operational efficiency and safety standards, we believe that scheduled preventive maintenance is essential for this equipment. We would like to schedule this maintenance at your earliest convenience to minimize any disruptions to our operations.

Please let us know a suitable date and time for the maintenance, and if there are any specific preparations we need to undertake beforehand.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]