

Maintenance Request for Construction Equipment

Date: [Insert Date]

To: [Service Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Service Manager's Name],

I hope this message finds you well. I am writing to formally request routine servicing for our construction equipment listed below:

- Equipment Type: [e.g., Excavator]
- Model: [Insert Model Number]
- Serial Number: [Insert Serial Number]
- Last Serviced on: [Insert Date]

As part of our maintenance schedule, we would like to ensure that all equipment is in optimal working condition. We request that the servicing includes a thorough inspection, necessary repairs, and any required replacements of parts.

Please provide us with your available slots for scheduling this service at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]