

# Maintenance Request for Safety Checks

Date: [Insert Date]

To: [Maintenance Department/Manager's Name]

From: [Your Name/Your Position]

Subject: Request for Safety Checks on Construction Equipment

Dear [Maintenance Department/Manager's Name],

I am writing to formally request a maintenance check for the following construction equipment to ensure that all safety standards are met.

- Equipment Name: [Insert Equipment Name/Identifier]
- Serial Number: [Insert Serial Number]
- Location: [Insert Location of Equipment]
- Last Maintenance Date: [Insert Last Maintained Date]

Given the critical role this equipment plays in our ongoing projects, it is essential that we conduct a thorough safety check to prevent any potential hazards.

Please let me know your earliest availability for this inspection. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]