

Facility Maintenance Obligation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

Subject: Facility Maintenance Obligation

This letter serves to outline the obligations pertaining to the maintenance of the facilities located at [Facility Address]. As per our agreement dated [Insert Agreement Date], the responsibilities are as follows:

- Regular inspections of all facility equipment and systems.
- Timely repairs for any identified issues.
- Cleaning and upkeeping of common areas.
- Compliance with all safety and health regulations.

We appreciate your cooperation in ensuring the maintenance of the facility to provide a safe and effective environment for all users.

Should you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Address]