

Scheduled Room Maintenance Inquiry

Dear [Maintenance Coordinator's Name],

I hope this message finds you well. I am writing to inquire about the scheduled maintenance for my room, [Room Number/Name], which is due for maintenance on [Date].

Could you please confirm the specific time that the maintenance team will be visiting? Additionally, if there are any preparations that I need to make prior to their arrival, kindly let me know.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]