

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Reminder for CGM Equipment Maintenance

We hope this message finds you well. This is a friendly reminder that your Continuous Glucose Monitoring (CGM) equipment is due for its scheduled maintenance on [Scheduled Date]. Regular maintenance is essential to ensure optimal performance and accuracy.

Please take a moment to review the following details:

- ****Equipment Model****: [Model Name/Number]
- ****Maintenance Appointment****: [Date and Time]
- ****Location****: [Maintenance Address]
- ****Contact****: [Contact Information]

If you have any questions or need to reschedule, feel free to contact us at [Contact Number] or [Email Address].

Thank you for your attention to this matter. We look forward to ensuring your CGM equipment continues to serve you effectively.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]