

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Equipment Repair Notification

We are writing to inform you that we have scheduled a repair for your equipment, [Equipment Name/Model], which is located at [Location]. The details of the repair are as follows:

****Repair Details:****

- ****Service Provider:**** [Service Company Name]
- ****Scheduled Date:**** [Date of Repair]
- ****Time:**** [Start Time] to [End Time]
- ****Expected Downtime:**** [Duration of Downtime]

During this period, the equipment will be temporarily unavailable. We appreciate your understanding and cooperation as we work to ensure that your equipment is returned to optimal working condition.

Please feel free to reach out if you have any questions or concerns regarding this repair.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]