

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Scheduled PVC Pipe Maintenance

Dear [Recipient Name],

We hope this message finds you well. This letter serves to inform you that scheduled maintenance for the PVC piping system is set to take place on [Start Date] and will continue until [End Date].

During this time, our maintenance team will be conducting essential inspections, repairs, and routine cleaning of the system to ensure optimal performance and longevity. We aim to minimize any disruptions, but some temporary inconveniences may occur.

Please be advised of the following:

- Maintenance will occur between [Start Time] and [End Time].
- We will work diligently to complete the maintenance as quickly as possible.
- Access to certain areas may be restricted during this period.

If you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter and your continued cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Phone Number]

[Your Email Address]