

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Department]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Notice of Service for Xerox Printer

We would like to inform you that the Xerox printer [Model/Serial Number] located in [specific location] will be undergoing maintenance on [date]. This service is necessary to ensure optimal performance and to address any existing issues.

The printer will be unavailable from [start time] to [end time]. We apologize for any inconvenience this may cause and recommend that you complete any urgent printing tasks before the scheduled maintenance. If you have any questions or require further assistance, please feel free to contact me at [your contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]