

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Xerox Printer Maintenance

We hope this message finds you well. We are writing to inform you regarding the scheduled maintenance for the Xerox printer located at [Location of Printer].

Date of Maintenance: [Insert Date]

Time: [Insert Time]

Duration: [Insert Duration]

During this time, the printer will be temporarily unavailable for use. We appreciate your understanding as we conduct this necessary maintenance to ensure optimal performance and reliability of the equipment.

If you have any questions or concerns, please feel free to reach out to us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]