

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Xerox Machine Service

We would like to inform you that the Xerox machine located at [specific location] will undergo scheduled maintenance on [date] from [start time] to [end time]. During this period, the machine will be unavailable for use.

Please ensure that any necessary documents are printed before [start time] and plan accordingly.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Your Company Name]