

Maintenance request for scheduled downtime template

Subject: Scheduled Maintenance Request

Hi [Maintenance Team],

Please schedule maintenance for [equipment/system] during the planned downtime on [date/time].

This is to ensure all preventive checks are completed without interrupting operations.

Let me know if additional coordination is required.

Regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/maintenance-request-letter>