

**Date:** [Insert Date]

**To:** [Recipient Name/All Staff/All Residents]

**From:** [Your Name/Department Name]

**Subject:** Notice of Update to Maintenance Procedures

Dear [Recipient Name],

This letter is to inform you that we have updated our standard maintenance procedures effective [Insert Effective Date]. These changes have been implemented to improve efficiency, safety, and the quality of service provided to our [facility/community/workplace].

**Summary of Key Changes:**

- **Request Process:** [Briefly describe new way to submit requests, e.g., via new online portal].
- **Response Times:** [Briefly describe new priority levels or expected wait times].
- **Access Requirements:** [Briefly describe new rules for entering premises or equipment handling].
- **Emergency Procedures:** [Briefly describe the updated contact method for after-hours emergencies].

Please ensure that you familiarize yourself with the full updated policy document, which is attached to this notice or available at [Insert Link/Location].

If you have any questions or require clarification regarding these new procedures, please contact [Department/Contact Person] at [Phone Number/Email Address].

Thank you for your cooperation and adherence to these new guidelines.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Job Title]