

## ANNUAL MAINTENANCE CONTRACT LETTER

[DATE]

Dear [RECIPIENT NAME],

Thank you for purchasing [NUMBER] units of [DETAIL].

As you are aware, the product is used to [DETAIL 1]. There are large numbers of mechanical and electrical components that are subjected to stringent stresses thus, it is necessary that [YOUR COMPANY NAME], which produces and manufactures these products, create a maintenance schedule to ensure uninterrupted and trouble-free services.

Although the products in themselves require little maintenance, it needs regular monitoring of its performance to ensure extended equipment utility. We recommend that preventive maintenance should be carried out at least once a year to ensure that it continues its normal functions, and our company offers annual maintenance to all our customers for these products.

Attached to this letter is the annual maintenance contract for you to look over and sign. Please send us a copy of the signed documents by [DUE DATE]. Should you have any questions or clarifications regarding the annual maintenance contract, please do not hesitate to contact our customer service at [PHONE NUMBER] or [EMAIL ID].

We look forward to continued support from you in the future.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]



# **Sample Annual Maintenance Contract Cover Letter**

**Liying Dong**



### **Sample Annual Maintenance Contract Cover Letter:**

**AMA Handbook of Business Letters** Jeffrey Seglin, Edward Coleman, 2012-07-15 Though the fundamentals of letter writing have remained the same the way we communicate in business is constantly evolving With the understanding that consistently professional correspondence is essential to success in any industry The AMA Handbook of Business Letters offers readers a refresher course in letter writing basics including focusing the message establishing an appropriate tone and getting your readers attention You ll also receive tips that apply to all written forms of communication on things like salutations subject lines signatures and formatting Jeffrey Seglin communications director and professor of Harvard University s graduate and professional school and author Edward Coleman provide over 370 customizable model letters divided into categories reflecting various aspects of business such as sales marketing public relations customer service human resources credit and collection purchasing permissions and confirmations With helpful appendices listing common mistakes in grammar word usage and punctuation the latest version of this adaptable book extensively updated with more than 25 percent new material will assist professionals through every conceivable business correspondence with confidence

**Construction Guide** Eric P. Wallace, 2008-06 Construction Guide Tax and Advisory Services provides CPAs with guidance on the tax considerations that are particular to the construction industry In addition it provides CPAs with guidance on engagements for a wide range of situations including those special to utility contractors road builders home construction commercial construction residential construction land developers real estate developers and more The book includes work programs practice aids checklists and sample reports [Management Principles for Health Professionals](#) Joan Gratto Liebler, Charles R. McConnell, 2020-02-26 Management Principles for Health Professionals is a practical guide for new or future practicing healthcare managers The customary activities of the manager planning organizing decision making staffing motivating and budgeting are succinctly defined explained and presented with detailed examples drawn from a variety of health care settings Students will learn proven management concepts techniques models and tools for managing individuals or teams with skill and ease The Eighth Edition continues to present foundational principles of management in the context of contemporary health care With timely coverage of such topics as medical cost sharing use of robots ER by appointment increased use of observation units renewed use of flextime staffing and scheduling use of social media on the job and more this thoroughly updated text addresses the latest trends and issues that today s health care manager is likely to encounter

[Proceedings of the 1982 Academy of Marketing Science \(AMS\) Annual Conference](#) Vinay Kothari, Danny R. Arnold, Tamer Cavusgil, Jay D. Lindquist, Jay Nathan, Stan Reid, 2015-05-13 This volume includes the full proceedings from the 1982 Academy of Marketing Science AMS Annual Conference held in Las Vegas Nevada It provides a variety of quality research in the fields of marketing theory and practice in areas such as consumer behaviour marketing management marketing education industrial marketing and international marketing among others Founded in 1971 the Academy of Marketing Science is an

international organization dedicated to promoting timely explorations of phenomena related to the science of marketing in theory research and practice Among its services to members and the community at large the Academy offers conferences congresses and symposia that attract delegates from around the world Presentations from these events are published in this Proceedings series which offers a comprehensive archive of volumes reflecting the evolution of the field Volumes deliver cutting edge research and insights complimenting the Academy s flagship journals the Journal of the Academy of Marketing Science JAMS and AMS Review Volumes are edited by leading scholars and practitioners across a wide range of subject areas in marketing science *Commerce Business Daily* ,1997-12-31 *PC Mag* ,1985-03-19 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology **Municipal Law Service Letter** ,1951 *The AMA Handbook of Business Letters* Jeffrey L. Seglin,Edward Coleman,2002 This book CD ROM reference for professionals teaches letter writing basics and offers style and grammar guidelines along with some 365 sample letters for sales marketing and public relations vendor and supplier issues credit and collections transmittal and confirmation personnel matters and every other business situation Appendices list frequently misused words punctuation guidelines abbreviations and telephone and online grammar hotlines The CD ROM contains all of the sample letters from the book which can be customized for immediate use Seglin teaches magazine publishing in the graduate department of writing literature and publishing at Emerson College Annotation copyrighted by Book News Inc Portland OR *National Park Service Concessions Policy* United States. Congress. Senate. Committee on Energy and Natural Resources. Subcommittee on Parks, Recreation, and Renewable Resources,1979 **Federal Register** ,2012-11 **B.S.Patil's Building and Engineering Contracts, 7th Edition** B.S. Patil,S.P. Woolhouse,2019-08-29 From the standpoint of practising engineers architects and contractors the law of contract is the most important one and from preparation of technical documents to its execution and in the determination of disputes the engineer or architect must have relevant knowledge This book acts as a practical guide to building and engineering contracts All points are explained with illustrations gathered from decided court cases This book covers the substantive law of contract applicable to building and engineering contracts with updated noteworthy judgments FIDIC conditions are mentioned at appropriate places with a global focus Key Features Guide for a full and thorough understanding of the contractual undertakings of the civil engineering industry primarily in India Discusses specific conditions which are fertile sources of disputes referring to and commenting upon the FIDIC conditions Covers internationally adopted standard form conditions of contract with analysis discussions and interpretations with decided court cases from India and abroad Focuses on technical civil engineering aspects Addresses cases from countries including UK US Canada Australia New Zealand and India Prentice Hall Small Business Model Letter Book Wilbur Cross,1994-03 Beyond Book Sales Susan Dowd,2014 Like library users library donors hail from all walks of life Regardless of the scope

or complexity of library fundraising successful efforts are always about forging and strengthening relationships with the range of stakeholders throughout the community Dowd and her team from Library Strategies a consulting group of the Friends of St Paul Public Library share proven strategies that have brought in more than 1 million annually Believing that private fundraising is a natural for libraries large and small they start with 12 facts about library fundraising and focus on activities with the highest return Tips and features include The gift pyramid model for developing the culture of giving that leads to big gifts Overcoming fears of sponsorship and embracing cause related marketing Pitching the appropriate charitable gift Confronting common fears of requesting major gifts The pros and cons of membership programs *The City Record* New York (N.Y.),1889 **Code of Federal Regulations** ,1969 **Clearinghouse Review** ,1994 *Employee Benefits Cases* ,2009 *A Selection of ... Internal Revenue Service Tax Information Publications* ,1984 **Management Principles for Health Professionals** Joan Liebler,Charles McConnell,2012 Management Principles for Health Professionals is a practical guide for new or future practicing healthcare managers The customary activities of the manager planning organizing decision making staffing motivating and budgeting are succinctly defined explained and presented with detailed examples drawn from a variety of health care settings Students will learn proven management concepts techniques models and tools for managing individuals or teams with skill and ease The Sixth Edition is loaded with all new examples from real world healthcare settings and covers many current topics such as Emerging implications of the Patient Protection and Affordable Care Act of 2010 A template to track the areas of impact of this major law is presented this enables a manager to identify the topics to monitor and to prepare responses to changes as they unfold Developments concerning electronic health record initiatives Adapting and revitalizing one s career Information concerning various staffing alternatives such as outsourcing and telecommuting and updates the material concerning job descriptions and their application New material has been added in the section on consultant s contracts and reports Patient privacy and the detection and prevention of medical identity theft and much more **Dairyman and Dairy Engineering** ,1924

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### **Sample Annual Maintenance Contract Cover Letter Introduction**

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