

## 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**

**Ying-Ying Zheng**



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