

Fleet Maintenance Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the maintenance services available for our fleet of vehicles.

We are interested in understanding your maintenance programs, including routine inspections, repairs, and any recommended preventative maintenance schedules.

Additionally, could you provide information on the following:

- Availability of service centers
- Pricing structure for different services
- Response time for urgent repairs
- In-house capabilities versus outsourced services

We value the efficiency and reliability of our fleet, and we are seeking a maintenance partner who can help us achieve those goals.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]