

# Fleet Servicing Notification

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We would like to inform you that your fleet vehicles are due for servicing on [Insert Service Date]. Regular maintenance is crucial to ensure optimal performance and safety.

Please find the details of the servicing schedule below:

- **Vehicle ID:** [Insert Vehicle ID]
- **Service Type:** [Insert Service Type]
- **Date of Service:** [Insert Service Date]
- **Location:** [Insert Service Location]

We kindly request you to ensure that the vehicle is made available for servicing on the scheduled date. If you have any questions or need to reschedule, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]