

# Annual Fleet Compliance Inspection Notification

Date: [Insert Date]

To: [Fleet Manager's Name]

Company Name: [Company Name]

Address: [Company Address]

Dear [Fleet Manager's Name],

This letter serves as a formal notification of the upcoming annual fleet compliance inspection scheduled for [Insert Date of Inspection]. This inspection is essential to ensure that all vehicles meet the regulatory standards and maintain operational safety.

Please ensure that the following preparations are made prior to the inspection:

- All vehicles must be washed and clean.
- Documentation for each vehicle, including registration and maintenance records, must be readily available.
- Any known issues or repairs should be addressed before the inspection date.

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]