

# Vehicle Inspection Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

To: [Inspector's Name]

[Inspection Company Name]

[Inspection Company Address]

Dear [Inspector's Name],

I am writing to formally request a vehicle inspection for our fleet managed under [Your Company Name]. As part of our commitment to maintain safety and compliance, we would like to schedule an inspection for the following vehicles:

- Vehicle ID: [Vehicle ID 1], Model: [Model 1], Year: [Year 1]
- Vehicle ID: [Vehicle ID 2], Model: [Model 2], Year: [Year 2]
- Vehicle ID: [Vehicle ID 3], Model: [Model 3], Year: [Year 3]

Please let us know your availability for the inspections and any documents you may need from our side.

We appreciate your assistance in ensuring our vehicles meet safety regulations.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]