

# Fleet Acquisition Request for Information

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Title:** [Recipient's Title]

**Organization:** [Recipient's Organization]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

We are currently in the process of evaluating our fleet requirements and are seeking information regarding potential acquisition options. Specifically, we would like to explore the availability of [specify types of vehicles or equipment], pricing, terms, and any additional services offered.

We anticipate expanding our fleet to better meet our operational needs and would appreciate your prompt response to the following inquiries:

- What are the available models and specifications for [specify vehicle type]?
- What are the pricing options, including any financing or leasing arrangements?
- What is the estimated delivery timeline for the vehicles?
- Can you provide information about maintenance and warranty options?

Please send your response by [insert deadline date]. If you have any questions or need further clarification, feel free to contact me at [your contact information].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[Your Phone Number]

[Your Email Address]