

# Fleet Service Agreement Close-Out

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Contact Information]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally conclude the Fleet Service Agreement dated [Insert Date]. This agreement has now reached its completion, and we would like to thank you for your collaboration and support throughout this period.

As per the terms of the agreement, we have completed the following services:

- [Service 1 Description]
- [Service 2 Description]
- [Service 3 Description]

Please find attached the final report and any relevant documentation pertaining to the agreement. We encourage you to review these documents and confirm that all services were completed to your satisfaction.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you once again for your partnership. We look forward to the possibility of working together in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]