

# Fleet Maintenance Schedule Confirmation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Confirmation of Annual Fleet Inspection Schedule

Dear [Recipient Name],

We are writing to confirm the maintenance schedule for the annual inspection of our fleet vehicles. Below are the details:

- **Inspection Date:** [Insert Inspection Date]
- **Location:** [Insert Location]
- **Time:** [Insert Time]
- **Vehicles to be Inspected:**
  - [Vehicle 1]
  - [Vehicle 2]
  - [Vehicle 3]

Please ensure that all necessary documentation and vehicle access is provided on the specified date. If you have any questions or need further clarification, feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]