

# Fleet Maintenance Schedule Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

This letter is to confirm the scheduled evaluation of the brake systems for our fleet. The details of the maintenance are as follows:

## Maintenance Schedule

**Date:** [Insert Scheduled Date]

**Time:** [Insert Scheduled Time]

**Location:** [Insert Location]

**Description:** Brake system evaluation for fleet vehicles

## Vehicles Included

- [Vehicle 1]
- [Vehicle 2]
- [Vehicle 3]

Please ensure that the vehicles are accessible on the scheduled date and inform your team of this maintenance task. If there are any changes or conflicts, please contact me at your earliest convenience.

Thank you for your attention to this important maintenance matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]