

Fleet Maintenance Schedule Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to confirm the schedule for emergency repair services on our fleet vehicles as discussed. Below are the details of the maintenance schedule:

Fleet Maintenance Schedule

- **Date of Service:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Vehicles to be serviced:** [List of Vehicles]
- **Services to be performed:** [List of Services]

Please ensure that all necessary parts and equipment are available on-site. If you have any questions or need to make adjustments to this schedule, do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention in scheduling these important services for our fleet.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]