

Fleet Maintenance Schedule Confirmation

Dear [Recipient's Name],

We would like to confirm the fleet maintenance schedule for the upcoming maintenance period. Please find the details below:

Maintenance Schedule:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]

Fleet Details:

- **Vehicles Included:** [List of Vehicles]
- **Maintenance Type:** [Routine/Preventive/Repairs]

Please ensure that all relevant personnel are notified and prepared for the scheduled maintenance. If you have any questions or need further assistance, feel free to reach out.

Thank you for your attention to this important matter.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]