

# Fleet Maintenance Schedule Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Preventive Maintenance Checks

Dear [Recipient's Name],

We are writing to confirm the schedule for the upcoming preventive maintenance checks for our fleet vehicles as per our maintenance agreement.

## Maintenance Schedule

Vehicle ID	Maintenance Date	Servicing Location	Personnel Assigned
[Vehicle ID 1]	[Date 1]	[Location 1]	[Assigned Personnel 1]
[Vehicle ID 2]	[Date 2]	[Location 2]	[Assigned Personnel 2]

Please ensure that the vehicles are available for maintenance at the specified dates and locations. If you have any questions or require further clarifications, do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]