

Fleet Maintenance Schedule Confirmation

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We would like to confirm the scheduled routine oil changes for your fleet as follows:

Maintenance Schedule

- Vehicle ID: [Vehicle ID 1] - Scheduled Date: [Date 1]
- Vehicle ID: [Vehicle ID 2] - Scheduled Date: [Date 2]
- Vehicle ID: [Vehicle ID 3] - Scheduled Date: [Date 3]

Our technicians will ensure that all necessary services are performed to maintain the efficiency and reliability of your fleet. Please feel free to reach out if you have any questions or need to make adjustments to this schedule.

Thank you for your trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]