

Fleet Maintenance Schedule Confirmation

Dear [Recipient's Name],

We are writing to confirm the scheduled maintenance for our fleet vehicles regarding software updates and diagnostics. The details of the appointment are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Vehicles Involved:** [List of Vehicles]

During this maintenance session, we will perform the following:

- Software updates to enhance performance.
- Comprehensive diagnostics to identify any potential issues.

Please ensure that the vehicles are available at the scheduled time. If you have any questions or require further assistance, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter. We look forward to ensuring your fleet remains in optimal condition.

Sincerely,

[Your Name]
[Your Position]
[Your Company]