

Fleet Maintenance Schedule Confirmation

Date: [Insert Date]

To: [Recipient Name]

Company Name: [Company Name]

Subject: Confirmation of Tire Rotation and Alignment Schedule

Dear [Recipient Name],

This letter serves to confirm the scheduled maintenance for tire rotation and alignment for our fleet vehicles. The details are as follows:

Maintenance Details:

- **Date of Service:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Service Location]
- **Vehicles Involved:** [List of Vehicle IDs or Descriptions]

Please ensure that all necessary preparations are made ahead of the scheduled maintenance. Should you have any questions or require further assistance, feel free to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]