

# Transportation Service Document Submission

Date: [Insert Date]

To: [Insert Recipient's Name]

Company: [Insert Company Name]

Address: [Insert Recipient's Address]

Dear [Recipient's Name],

We hereby submit the transportation service documents required for the upcoming audit. This submission includes all relevant records to ensure audit readiness.

## Documents Included:

- Service Contracts
- Invoices
- Delivery Receipts
- Vehicle Maintenance Records
- Driver Certifications

If you require any further information or additional documentation, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]