

Fleet Service Employment Opportunity

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to inform you that we have an employment opportunity for a position in our Fleet Service Department at [Company Name]. Your skills and experience in [specific relevant experience] make you a strong candidate for this role.

The position involves [briefly outline job duties and responsibilities]. We believe that your expertise will greatly contribute to our team's success.

We would like to invite you for an interview to discuss this opportunity further. Please let us know your availability over the next week so we can schedule a time that works best for you.

Thank you for considering a career with [Company Name]. We look forward to speaking with you soon.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]