

# Fleet Management Request for Transportation Services

Date: [Insert Date]

To: [Vendor/Service Provider Name]

From: [Your Name/Company Name]

Subject: Request for Transportation Services

Dear [Vendor/Service Provider Name],

We hope this message finds you well. We are reaching out to request transportation services for our fleet management needs. Below are the details of our requirements:

## Service Details

- **Type of transportation:** [e.g., Freight, Passenger]
- **Pick-up Location:** [Insert Address]
- **Drop-off Location:** [Insert Address]
- **Date of Service:** [Insert Date]
- **Time of Service:** [Insert Time]
- **Number of Vehicles Required:** [Insert Number]

Please provide us with a quote and any additional information regarding your services at your earliest convenience. We are looking forward to your prompt response.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]