

# Fleet Vehicle Servicing Request

Date: [Insert Date]

To: [Service Provider Name]

Address: [Service Provider Address]

Dear [Service Provider Name],

I am writing to request servicing for our fleet vehicles as per our maintenance schedule. Please find the details of the vehicles below:

- Vehicle ID: [Vehicle ID 1] - Make/Model: [Make/Model 1] - Year: [Year 1]
- Vehicle ID: [Vehicle ID 2] - Make/Model: [Make/Model 2] - Year: [Year 2]
- Vehicle ID: [Vehicle ID 3] - Make/Model: [Make/Model 3] - Year: [Year 3]

Please confirm the appointment dates and any additional information required for the servicing process.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]