

Fleet Expansion Notification

Dear [Supplier's Name],

We are excited to inform you that [Company Name] is planning to expand our fleet in the upcoming months. This decision is driven by our commitment to meet the increasing demand for our services and enhance our operational efficiency.

As our valued supplier, your role is crucial in this process. We would like to update you on our projected fleet expansion timeline and discuss any potential impacts on our current agreements.

Expansion Details:

- New Fleet Addition: [Number of vehicles or units]
- Expected Timeline: [Start Date] to [End Date]
- Projected Locations: [List of locations]

We would appreciate an update on your capacity to support this expansion, as well as any adjustments you foresee in supply or service delivery.

Thank you for your continued partnership. Please feel free to reach out if you have any questions or need further information.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]