

Transport Fleet Maintenance Completion Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Subject: Completion of Fleet Maintenance

Dear [Recipient's Name],

We are pleased to inform you that the scheduled maintenance for your transport fleet has been successfully completed as of [Completion Date]. The following procedures and checks were carried out:

- Engine oil change
- Brake system inspection
- Tire rotation and alignment
- Fluid levels check
- Electrical system diagnostics

All vehicles have passed our comprehensive quality checks and are ready for operation. Please find attached the detailed maintenance report for your records.

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for choosing our services.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]