

Transport Fleet Maintenance Reminder

Dear [Team/Driver Name],

This is a reminder regarding the upcoming maintenance scheduled for our transport fleet. Please find the details below:

Maintenance Schedule

- **Vehicle ID:** [Vehicle ID]
- **Maintenance Date:** [Date]
- **Time:** [Time]
- **Location:** [Maintenance Location]
- **Mechanic Contact:** [Mechanic's Name and Phone Number]

Please ensure that the vehicle is available for service at the specified date and time. It is crucial for the performance and safety of our transport operations.

If you have any questions or concerns, feel free to reach out.

Thank you for your cooperation!

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]