

Urgent Transport Fleet Maintenance Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Immediate Attention Required: Transport Fleet Maintenance

Dear [Recipient Name],

We would like to inform you that urgent maintenance is required for our transport fleet due to [brief explanation of the issue]. It is critical that we address this matter to ensure the safety and efficiency of our operations.

The affected vehicles include:

- Vehicle ID: [ID 1] - [Brief description of issue]
- Vehicle ID: [ID 2] - [Brief description of issue]
- Vehicle ID: [ID 3] - [Brief description of issue]

We request that the maintenance team prioritize these repairs and schedule them at the earliest opportunity. Please confirm receipt of this notification and provide an estimated timeline for completion.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]