

Asset Inventory Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are conducting a routine inventory check of our logistics vehicles and would like to confirm the current status of our asset inventory. Below are the details of the vehicles in our fleet:

Asset ID	Vehicle Type	Model	Year	Status
001	Truck	Ford F-150	2020	Active
002	Van	Mercedes Sprinter	2021	Active
003	SUV	Toyota Highlander	2019	Inactive

Please review the above information and confirm the data at your earliest convenience. If there are any discrepancies or if you require further details, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]