

Request for Transport Asset Documentation

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request documentation related to the transport assets under your jurisdiction. Our team is currently conducting an audit and requires the following information:

- Asset List with descriptions
- Purchase Agreements
- Maintenance Records
- Current Valuation Documents
- Insurance Details

We would appreciate it if you could provide this documentation by [Insert Deadline]. If you have any questions or need further clarification, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]