

# Transportation Asset Reconciliation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

We are writing to conduct a reconciliation of our transportation assets as of [Insert Date]. This is to ensure that all records accurately reflect the current asset status and to identify any discrepancies that may need to be addressed.

Please provide us with your comprehensive list of transportation assets, including details such as:

- Asset Type
- Asset ID/Number
- Current Condition
- Location
- Last Maintenance Date
- Assigned Personnel

We aim to complete this reconciliation by [Insert Deadline]. We appreciate your cooperation in this matter and look forward to your prompt response.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]