

Vehicle Decommissioning Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Decommissioning of Vehicle for Environmental Impact Considerations

We are writing to inform you that [Your Company/Organization Name] has made the decision to decommission the following vehicle:

- Vehicle Make: [Insert Vehicle Make]
- Vehicle Model: [Insert Vehicle Model]
- VIN: [Insert Vehicle Identification Number]
- Year: [Insert Year]

This decision has been taken in line with our commitment to environmental sustainability and to reduce our carbon footprint. After careful assessment, it has been determined that this vehicle is no longer viable for operation and its decommissioning will positively impact our environmental goals.

The decommissioning process is expected to begin on [Insert Start Date] and we aim to ensure that all components are disposed of in an environmentally responsible manner, in compliance with applicable regulations.

If you have any questions or require further information regarding this process, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding and support in our efforts to promote a sustainable future.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]