

# Vehicle Decommissioning Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you that the following vehicle(s) in our commercial fleet will be officially decommissioned:

- Vehicle Model: [Insert Model]
- VIN: [Insert VIN]
- License Plate: [Insert License Plate]
- Decommissioning Date: [Insert Date]

This decision has been made in accordance with our fleet management policies and aims to ensure the safety and efficiency of our operations. Should you have any questions or require further details, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]