

Vehicle Decommissioning Report

Date: [Insert Date]

To Whom It May Concern,

Subject: Vehicle Decommissioning Report for Insurance Purposes

This letter serves as a formal report of the decommissioning of the following vehicle:

- **Vehicle Make:** [Insert Make]
- **Vehicle Model:** [Insert Model]
- **Year:** [Insert Year]
- **VIN:** [Insert VIN]
- **License Plate Number:** [Insert License Plate]

The vehicle has been decommissioned as of [Insert Decommission Date] due to the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

Please find attached all relevant documentation pertaining to the decommissioning process.

If you require any further information, please do not hesitate to contact me at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]