

# Vehicle Decommissioning Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Vehicle Decommissioning Update for Maintenance Records

Dear [Recipient Name],

This letter serves as an official update regarding the decommissioning of the following vehicle:

**Vehicle Make:** [Make]

**Model:** [Model]

**VIN:** [Vehicle Identification Number]

**Decommissioning Date:** [Date]

The vehicle has been taken out of service as of the mentioned date due to [reason for decommissioning]. All relevant maintenance records have been reviewed and updated in our system.

Please ensure that this decommissioning update is reflected in your records accordingly.

If you require any further information, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]