

Safety Inspection Confirmation

Date: [Insert Date]

To: [Insert Recipient Name]

Position: [Insert Recipient Position]

Company: [Insert Company Name]

Address: [Insert Company Address]

Contact: [Insert Contact Information]

Dear [Insert Recipient Name],

We are writing to confirm the safety inspection conducted on the public transport vehicle(s) under your management.

The following details were noted during the inspection:

- Inspection Date: [Insert Inspection Date]
- Vehicle Identification Number: [Insert VIN]
- Inspector Name: [Insert Inspector Name]
- Overall Condition: [Insert Condition]
- Next Scheduled Inspection: [Insert Next Inspection Date]

Please ensure that any necessary repairs or maintenance are addressed within the indicated timeframe. Safety is our top priority, and we appreciate your cooperation in maintaining the highest standards.

If you have any questions or need further information, please do not hesitate to contact us.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]