

[Date]

[Recipient Name]

[Fleet Management Department/Company Name]

[Address]

[City, State, Zip Code]

Subject: Request for Addition of New Vehicle to Fleet

Dear [Recipient Name],

This letter serves as a formal request to add a new vehicle to our company fleet. Please find the details of the vehicle below:

- **Make:** [Vehicle Make]
- **Model:** [Vehicle Model]
- **Year:** [Year]
- **Color:** [Color]
- **VIN:** [Vehicle Identification Number]
- **License Plate Number:** [Plate Number]
- **Engine Number:** [Engine Number]
- **Date of Purchase:** [Date]

This vehicle has been assigned to [Department Name] and will be primarily operated by [Driver Name].

We request that you update the fleet inventory records and provide the necessary insurance documentation, fuel cards, and maintenance logs associated with this addition. Attached are the copies of the registration and insurance binder for your records.

Please confirm once the vehicle has been successfully registered in the fleet management system.

Sincerely,

[Your Name]

[Your Title]

[Company Name]