

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

**Subject: Invitation to Join the [Company Name] Telematics Program**

Dear [Employee Name],

We are pleased to invite you to participate in our new Telematics Tracking Program. This initiative is designed to enhance driver safety, improve fuel efficiency, and streamline our fleet operations.

**Program Benefits:**

- Real-time feedback on driving habits to promote safety.
- Automated mileage logging for easier reporting.
- Faster roadside assistance and emergency support.
- Potential for performance-based safety incentives.

**How It Works:**

A small telematics device will be installed in your assigned company vehicle, or you will be asked to download the [App Name] mobile application. The system monitors key metrics such as GPS location, speed, braking patterns, and idle time.

**Privacy and Data:**

Your privacy is important to us. Data collected will be used strictly for business purposes, including fleet maintenance, safety coaching, and operational efficiency. Please refer to the attached Privacy Policy for full details.

**Next Steps:**

To enroll in the program, please sign the attached consent form and return it to [Department/Name] by [Date]. Once received, we will schedule your device installation or provide your login credentials.

If you have any questions regarding this program, please contact [Contact Name] at [Phone Number/Email].

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]