

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Contact Name],

Welcome to [Your Company Name]. We are pleased to partner with you to manage and maintain your fleet vehicles.

Our commitment to you is to provide consistent, high-quality service that minimizes downtime and ensures the safety of your drivers. As part of our ongoing service commitment, you can expect:

- **Priority Scheduling:** Dedicated time slots for your fleet to ensure quick turnaround times.
- **Preventative Maintenance Tracking:** Proactive alerts to keep your vehicles compliant and running efficiently.
- **Detailed Reporting:** Monthly service summaries and digital records for every vehicle in your account.
- **Dedicated Account Management:** A single point of contact for all your service inquiries and billing needs.

Your primary Account Manager is [Name], who can be reached directly at [Phone Number] or [Email Address].

We look forward to a long and successful partnership. Thank you for choosing [Your Company Name] for your fleet auto needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]