

[Company Header/Logo]

[Date]

[Contact Name]

[Client Company Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Welcome to [Your Company Name] - Fleet Account Confirmation

Dear [Contact Name],

Welcome to [Your Company Name]. We are pleased to confirm the activation of your commercial fleet account, effective [Start Date]. We look forward to providing your business with reliable fleet management and support services.

Please find the following documents attached to this letter for your records:

- **Commercial Service Agreement:** Outlining your specific account terms and pricing.
- **Fleet Policy Handbook:** Standard operating procedures and safety guidelines.
- **Authorized Driver List:** A current roster of personnel cleared to operate fleet vehicles.
- **Emergency Contact & Roadside Assistance Guide:** Key numbers for drivers in the event of an incident.
- **Maintenance Schedule:** Required intervals for vehicle inspections and servicing.

Account Access Details:

Your Account Number: [Account Number]

Online Portal Login: [URL/Web Address]

Dedicated Account Manager: [Name] ([Phone Number] / [Email])

To ensure a seamless start, please review the Fleet Policy Handbook with all authorized drivers. It is essential that each driver understands the compliance requirements regarding vehicle usage, fuel reporting, and incident documentation.

If you have any questions regarding your documentation or need assistance with your first service request, please contact your account manager directly.

Thank you for choosing [Your Company Name] as your fleet partner.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Your Company Name]