

Confirmation of Temporary Vehicle Retirement

Date:

To Whom It May Concern,

This is to confirm that the following vehicle has been temporarily retired from service:

Vehicle Make:	<input type="text"/>
Model:	<input type="text"/>
Year:	<input type="text"/>
VIN:	<input type="text"/>
License Plate:	<input type="text"/>

The vehicle referenced above is not in operation and will remain out of service beginning on and is expected to return to service on (if known).

If further information is required, please contact our office.

Sincerely,

Name/Title

Company/Organization

Contact Information