

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Vehicle Inspection Results

I hope this letter finds you well. This correspondence is to provide you with the results of the recent vehicle inspection conducted on [Date of Inspection] for your vehicle [Make, Model, Year, VIN].

The following items were inspected, and herein are the findings:

1. ****Brakes****: [Pass/Fail - Comments]
2. ****Tires****: [Pass/Fail - Comments]
3. ****Lights****: [Pass/Fail - Comments]
4. ****Suspension****: [Pass/Fail - Comments]
5. ****Emissions****: [Pass/Fail - Comments]
6. ****Fluid Levels****: [Pass/Fail - Comments]

Overall Assessment: [Pass/Fail - Summary of Conditions]

If your vehicle requires any repairs or further evaluations, please do not hesitate to contact us to schedule a follow-up inspection or to discuss the necessary repairs.

Thank you for choosing [Your Company Name] for your vehicle inspection needs. We appreciate your trust in our services.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Contact Information]