Dear Concerns,

I hope this email finds you well.

We are pleased to inform you that we have recently enhanced the **Automobile Management System** to improve its usability and efficiency. As per management guidance, all relevant departments are kindly requested to start using it properly and regularly from **1st July 2025**.

We have already provided training to the Admin Department, and the Store Department is scheduled to receive their training within this week.

As part of the implementation process and effective utilization of the system, both departments are requested to begin entering the following data into the system from **1st July 2025**:

|  |  |
| --- | --- |
| **Admin Department** | **Store Department** |
| Unit-Wise Vehicle Allocation | Vehicle-Wise Driver Set |
| Driver Details Data | Vehicle Route Mapping |
| Vehicle-Wise Driver Set | Driver Advance Amount Set |
| Vehicle Fuel Loading Data | Vehicle Fuel Loading Data |
| Vehicle Route Mapping | Vehicle Hiring Data |
| Employee-Wise Vehicle Allocation | Miscellaneous expense data |
| Vehicle Wise Team Leader Set |  |
| Accident Records |  |
| Police Case Records |  |
| Miscellaneous Expense Data |  |

For your convenience, we have attached a **User Manual** with this email to assist in the data entry and system usage.

Should you have any questions or require further assistance, please do not hesitate to contact us.

We look forward to your kind cooperation in making this implementation successful.

Best regards,