

INSERT YOUR COMPANY LOGO

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Date:

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Federal Motor Carrier Safety Administration
XXXXXXXXXXXXXXXXXXXXXXXXX
Phone: XXXXXXXXXXXX
Fax: XXXXXXXXXXXX

Dear Federal Motor Carrier Safety Administration:

Per FMCSA guidelines: 49CFR395.34: ELD Malfunctions and data diagnostic events:
On _____, Carrier: XXXXXXXXXXXXXXXX was notified of a malfunctioning ELD from Safety
Manager; XXXXXXXR XXXXXX in writing. The XXXXXXXXXXXX ELD, Coach xxx, located in City, State;
XXXXXXXXXXXXXXXXXXXX Vehicle ID XXXXXXXXXXXXXXXXXXXXXXXX; license Tag# XX XXXXXX
XXXXXXXXXXXXX ELD, Unit: Display Serial#: XXXXXXXXXXXXXXXXXXXXXXXX Prox Serial#:
XXXXXXXXXXXXXXXXXXXX

The XXXXXX, ELD, is Malfunctioning and we are attempting to correct the issue. Per:
395.8, the carrier is continuing to manually prepare a record of duty stats for all drivers.
On _____ the ELD supplier was notified of the malfunction. On _____,
malfunction ticket # _____, indicated the coach was not seeing ignition on which turns on
the GPS, and it was recommended the ignition wiring should be checked. On vendor:
XXXXXXXXXXXX, began a diagnostic check on the coach to determine if the wiring was
functional to turn on the GPS. On _____, XXXXXXXXXXXX checked the unit again and
found there may be a voltage problem in the prox, however the diagnostic was not
conclusive to determining the cause of the malfunction. Per:
395.34 (2)(iii): XXXXXXXXXXXXXXXXXXXX has made a good faith effort to repair, replace
or service the LD unit and will need additional time beyond the 8 days to replace the
ELD. A new ELD unit should be installed in the next few days.

Sincerely,

XXXXXXXXXXXXXXXXXXXXXXXXX