

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: Vehicle Servicing Reminder

We hope this letter finds you well. This is a friendly reminder that your vehicle, [Vehicle Make, Model, Year], is due for servicing as per the manufacturer's recommended schedule.

****Service Details:****

- ****Service Type:**** [e.g., Oil Change, General Maintenance]

- ****Service Date:**** [Proposed Date]

- ****Service Time:**** [Proposed Time]

- ****Location:**** [Service Center Address]

- ****Contact Number:**** [Service Center Phone Number]

To ensure your vehicle remains in optimal condition, we recommend the following checks along with your scheduled service:

- Tire Rotation

- Brake Inspection

- Fluid Levels Check

Please confirm your appointment by [Confirmation Deadline]. If the proposed time does not suit your schedule, feel free to contact us to arrange an alternative time.

Thank you for choosing [Your Company Name] for your vehicle maintenance needs. We look forward to serving you soon!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Company Website]
