

[Your Company Letterhead]

[Date]

[Vehicle Owner's Name]

[Owner's Address]

[City, State, Zip Code]

Dear [Vehicle Owner's Name],

Subject: Vehicle Maintenance Reminder

We hope this message finds you well. This is a friendly reminder to schedule your vehicle's maintenance service to ensure it continues to operate at its best. Regular maintenance is essential for optimal performance and longevity.

Based on our records, your vehicle, [Vehicle Make, Model, Year], is due for its [specific service, e.g., oil change, tire rotation] as of [due date or mileage].

We recommend the following services:

- [Service 1]
- [Service 2]
- [Service 3]

To schedule an appointment, please contact us at [Your Phone Number] or [Your Email Address]. We appreciate your attention to this important matter and look forward to serving you soon.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]

[Your Company Website]