

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

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

Subject: Notification of Failed Vehicle Inspection

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your vehicle, a [Make, Model, Year], with VIN [Vehicle Identification Number], has failed its recent inspection conducted on [Date of Inspection].

The following issues were identified during the inspection:

1. [List specific issue 1]
2. [List specific issue 2]
3. [List specific issue 3]

Please address these issues promptly to ensure compliance with local regulations and to maintain the safety and performance of your vehicle. We recommend that you schedule a repair appointment with an authorized service center at your earliest convenience.

Once the necessary repairs have been completed, you may schedule a retest with us. We appreciate your attention to this matter and are here to assist should you have any questions or need further information.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Company/Organization Name]  
[Contact Information]