

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder that your vehicle, [Vehicle Make and Model], with VIN [Vehicle Identification Number], is due for its scheduled inspection on [Inspection Due Date]. To ensure your vehicle remains in optimal condition and complies with safety regulations, we recommend scheduling your inspection at your earliest convenience.

Please contact us at [Your Phone Number] or [Your Email Address] to arrange an appointment.

Thank you for choosing [Your Company Name] for your vehicle care needs.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]