

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Website URL]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: Vehicle Inspection Service Confirmation

We are pleased to confirm your vehicle inspection appointment at [Your Company Name]. Below are the details of your service:

**\*\*Appointment Date:\*\*** [Date]

**\*\*Time:\*\*** [Time]

**\*\*Vehicle Make and Model:\*\*** [Vehicle Make and Model]

**\*\*VIN:\*\*** [Vehicle Identification Number]

Please arrive at least [15/30] minutes early to complete any necessary paperwork. Our team will conduct a thorough inspection of your vehicle and provide you with a detailed report.

If you have any questions or need to reschedule, feel free to contact us at [Phone Number] or [Email Address].

Thank you for choosing [Your Company Name]. We look forward to serving you!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]