

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: Service Completion Notification

We are pleased to inform you that the service on your [Vehicle Model] with VIN [Vehicle Identification Number] has been successfully completed.

Service Details:

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

- **Service Performed:** [Brief description of services performed]

- **Mileage at Service:** [Mileage]

Your vehicle is now ready for pick-up at your convenience. If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Number] or [Email Address].

Thank you for choosing [Your Company Name]. We appreciate your business!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Website]