

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: Maintenance Notification for Your XJR

We hope this message finds you well. This letter is to inform you that your XJR is due for its scheduled maintenance. To ensure optimal performance and longevity of your vehicle, we recommend that you bring it in for servicing at your earliest convenience.

****Maintenance Details:****

- ****Vehicle Model:**** XJR

- ****Maintenance Due Date:**** [Insert Due Date]

- ****Recommended Services:**** [List of recommended services]

- ****Service Location:**** [Service Center Name and Address]

- ****Contact Number:**** [Service Center Phone Number]

To schedule your appointment, please contact us at the above number or visit our website at [Website URL]. Your satisfaction and safety are our top priority.

Thank you for your attention to this important matter. We look forward to serving you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]