

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Important Recall Notice for Your XJR Vehicle

We are writing to inform you of an important safety recall concerning your XJR vehicle. It has come to our attention that [brief description of the issue].

To ensure your safety and the optimal performance of your vehicle, we kindly ask that you [specific action to be taken, e.g., schedule an inspection, visit your local dealership, etc.].

Please contact your nearest authorized dealership at [dealership contact information] to arrange for [details on the service being offered, e.g., repairs, inspections, etc.]. This recall service will be provided at no charge to you.

Thank you for your attention to this important matter. If you have any questions or require further assistance, please do not hesitate to reach out to us at [company's contact information].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]

[Company Website]

[Attachments, if any]