

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are pleased to confirm your service appointment for your XDP diesel vehicle. Below are the details of your appointment:

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

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

**\*\*Service Location:\*\*** [Service Center Address]

**\*\*Service Requested:\*\*** [Specific Services to be Performed]

Please arrive a few minutes early to help us get started on time. Should you have any questions or need to reschedule, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for choosing XDP for your diesel service needs. We look forward to seeing you soon!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]