

[Your Company Logo]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Important Recall Notice for your XKR Vehicle

We are reaching out to inform you about an important safety recall that affects your [year] Jaguar XKR, VIN: [Vehicle Identification Number]. This recall has been initiated due to [brief description of the issue]. To ensure your safety and the safety of others, we kindly request that you contact your nearest Jaguar dealership to schedule an appointment for the necessary repairs. The service will be performed at no cost to you. Please take this matter seriously, as it is essential to address this recall promptly. For further details, including the steps you should take, please visit [web address] or contact us at [phone number]. Thank you for your attention to this matter. We apologize for any inconvenience this may cause and appreciate your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]