

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

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

Dear [Customer's Name],

Subject: Service Reminder for Your XUV

We hope this message finds you well. We are reaching out to remind you that it is time for your scheduled service for your XUV. To ensure your vehicle continues to run smoothly and efficiently, we recommend servicing it every [insert mileage or time period, e.g., 5,000 miles or 6 months]. Your last service was completed on [insert date of last service], and we suggest you bring your vehicle in by [insert due date] for its next routine maintenance. Our team of trained technicians is ready to provide the highest quality care for your XUV.

To schedule your appointment, please contact us at [insert phone number] or visit our website at [insert website URL].

Thank you for being a valued customer. We look forward to seeing you soon!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]