TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Service Reminder for Your Vehicle

Dear **[Client's Name]**,

This is a reminder that your vehicle is due for regular maintenance. Please contact us to schedule an appointment.

Best,

**[Your Name]**

**[Your Position]**

**[Your Contact Information]**

**[Additional Terms & Conditions]**