TO

**[Receiver Name]**

**[Receiver Title]**

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

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

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

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Let's Keep Your Car Happy and Healthy, **[Client's Name]**!

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

Just like us, our cars need regular check-ups to stay in tip-top shape. And it seems like your car is ready for its next 'doctor's appointment'. We're excited to see you (and your car) back at **[Your Company's Name]** for its scheduled service.

Please reach out to book an appointment or if you have any queries about our services. We're always here to help.

Happy driving,

**[Your Name]**

**[Your Position]**

**[Your Contact Information]**

**[Additional Terms & Conditions]**