TO

**[Receiver Name]**

[Receiver Title]

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

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

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

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Hey **[Client's Name]**, is it time for a car tune-up?

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

How's it going? We were just going through our records and noticed it might be about time for your car to swing by for its regular checkup. After all, even cars need a bit of TLC to keep them running smoothly!

Feel free to give us a shout to set up an appointment or if you have any questions about the process. We're here to help.

Keep on trucking,

**[Your Name]**

**[Your Position]**

**[Your Contact Information]**

**[Additional Terms & Conditions]**