

Transportation Service Scheduled Upkeep Reminder

Dear [Client's Name],

This is a friendly reminder that your scheduled upkeep for the transportation service is approaching. The maintenance is scheduled for [Date], and we want to ensure that everything is in top condition for your upcoming trips.

Details of the scheduled upkeep:

- Service Date: [Date]
- Location: [Service Location]
- Expected Duration: [Time]

Please confirm your availability for this date or let us know if you would like to reschedule.

Thank you for choosing our transportation services!

Sincerely,

[Your Company Name]
[Contact Information]