

Auto Maintenance Follow-Up Appointment

Dear [Customer's Name],

Thank you for visiting [Your Auto Shop Name] for your recent vehicle maintenance. We appreciate your trust in us to take care of your automobile.

We would like to remind you that it's time for your follow-up appointment to ensure your vehicle continues to run smoothly. Our records indicate that your next service is due on [Date].

Please contact us at [Phone Number] or [Email] to schedule a convenient time for you, or feel free to use our online booking system at [Website URL].

We look forward to seeing you soon!

Best regards,

[Your Name]

[Your Position]

[Your Auto Shop Name]

[Contact Information]