

# Automobile Maintenance Scheduling Letter

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We hope this letter finds you well. We are reaching out to remind you that it is time for your automobile's scheduled maintenance. Regular maintenance ensures your vehicle runs efficiently and safely.

Your next service appointment is recommended for the following:

- Type of Service: [Oil change, tire rotation, etc.]
- Recommended Date: [Insert Date]
- Location: [Service Center Name and Address]

Please let us know if the suggested date works for you or if you would prefer an alternative date. Feel free to contact us at [Phone Number] or [Email Address].

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Service Center Name]

[Contact Information]