

Urgent Vehicle Repair Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This notice is to inform you that your vehicle, a [Make and Model], with license plate number [License Plate Number], requires urgent repairs. During a recent inspection, it was determined that the following issues need immediate attention:

- [List specific issue #1]
- [List specific issue #2]
- [List specific issue #3]

We recommend that you bring your vehicle to our service center as soon as possible to avoid potential safety hazards and further damage. Please contact us at [Service Center Phone Number] to schedule an appointment at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Service Center Name]

[Service Center Contact Information]