

# Scheduled Vehicle Upkeep Alert

Dear [Recipient's Name],

This is a friendly reminder that your vehicle, [Vehicle Make and Model], with License Plate [License Plate Number], is scheduled for upkeep on [Scheduled Date].

Please ensure that the following services are completed:

- Oil Change
- Tire Rotation
- Brake Inspection
- Fluid Check

If you have any questions or need to reschedule, please contact us at [Contact Information].

Thank you for keeping your vehicle in top condition!

Sincerely,

[Your Name]

[Your Company]