

# Scheduled Vehicle Service Notification

Dear [Customer Name],

We hope this message finds you well. This is a reminder that your vehicle, [Vehicle Make and Model], is due for its scheduled service on [Date].

Please bring your vehicle to our service center at [Service Center Address] at [Time]. Regular maintenance helps ensure optimal performance and safety of your vehicle.

If you have any questions or need to reschedule, please contact us at [Phone Number] or [Email Address].

Thank you for choosing [Company Name]. We look forward to serving you!

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]