

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: From Mechanic to Customer (Regular Car Maintenance)

Dear :

Our records show that it is time for your car's regular maintenance check. Please call to schedule an appointment to bring your car in for service. Remember, regular maintenance checks ensures that your car goes miles out of its way for you.

Sincerely,

N A M E