

SAMPLE MOT REMINDER TEMPLATES



The following letter, email and text templates should be sent to customers to remind them of their MOT.

LETTER TEMPLATE

This sample letter should be sent to customers to remind them of their MOT

[insert customer name]

[insert customer address]

[insert date]

MOT Reminder

Dear [insert customer salutation]

According to our records your [make] [model], registration number [reg no] is due for its MOT test.

At [dealership], the workshop and MOT station has all of the latest specialist [make] tools and diagnostic equipment. With our trained [make] technicians you can be confident that when your car is with us, it is in best possible hands, giving you peace of mind about safety, performance and reliability.

Please contact our Aftersales department on [contact number] from [business opening hours] to book your car's MOT. Don't settle for anything less.

Yours sincerely

[insert staff name], [insert staff name],

[insert position]

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The following letter, email and text templates should be sent to customers to remind them of their MOT.

EMAIL TEMPLATE

Subject: **MOT Reminder**

Dear [insert customer salutation]

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Please contact our Aftersales department on [contact number] from [business opening hours] to book your car's MOT. Don't settle for anything less.

Yours sincerely

[insert staff name], [insert staff name],
[insert position]

TEXT TEMPLATE

Your [make] is due its MOT. Call [dealership] now on [tel number] to benefit from [make] expertise & superior performance & reliability standards.