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To: All Toyota Dealer Principals, General Managers, Service Managers, and Parts Managers

Subject: Owner Renotification – JR2

Safety Recall completion is an integral part of our commitment to meet customer expectations of Toyota products. Toyota will be conducting follow-up notifications to remind owners whose vehicles have not yet had Safety Recall repairs completed in the campaigns listed below.

We request your assistance in completing the applicable campaign repairs as owners receive the Follow-Up notifications and contact your dealership. Please note the follow-up activity may cause an increase in your current Safety Recall owner appointments. Toyota will continue with additional follow-up activities in the months to come. Please take this into consideration when analyzing your manpower requirements.

Safety Recalls Covered in the Renotification

Campaign	Model and Model Year	Aproximate UIO (Including Puerto Rico)	Approximate Puerto Rico UIO	Mail Schedule
COM-Power Window Master Switch (PWMS)	Certain 2006-2010 Yaris	119,200	22,100	Mid-April 2018 – Mid-October 2018
	Certain 2006-2010 RAV4	144,800	1,900	
	Certain 2009-2011 Tundra	57,200	100	
	Certain 2007 & 2009 Camry & Camry Hybrid	146,600	12,600	
	Certain 2009-2011 Scion xD	16,300	900	
	Certain 2009-2001 Scion xB	25,400	400	
	Certain 2008-2011 Sequoia	2	0	
	Certain 2008-2001 Highlander & Highlander HV	53,200	4,600	
	Certain 2009-2010 Corolla	233,400	8,700	
	Certain 2009-2010 Matrix	11,600	100	

Safety Recalls Covered in the Renotification Continued...

Campaign	Model and Model Year	Approximate UIO	Approximate PR UIO	Mail Schedule
E0L- Driver Side Seat Track Assembly & Passenger Seat Track Assembly (3 Door- Yaris Hatchback Only)	Certain 2006-2010 Yaris Hatchback	181,500	29,900	Mid-April 2018 – Mid-October 2018
	Certain 2007 -2010 Yaris Sedan			
	Certain 2008-2010 Scion xD	27,400	600	
E0M- Spiral Cable	Certain 2009 -2010 Corolla	185,000	4,200	
	Certain 2009 -2010 Matrix	20,200	200	
	Certain 2008 – 2010 Highlander	29,000	600	
	Certain 2009 -2010 Tacoma	12,300	200	
	Certain 2006 – 2008 RAV4	84,000	1,900	
	Certain 2006 – 2010 Yaris	180,000	29,300	
E0S-Spare Tire Carrier Cable	Certain 2004-2011 Sienna (2WD)	231,900	100	
F0S- Wiper Motor Link Corrosion	2009-2012 North American Produced RAV4	171,800	100	
	2012-2014 North American Produced RAV4 EV	700	0	
G0F-Rear Outboard Seatbelts	2006 -2012 RAV4	483,200	6,600	
	2012 -2014 RAV4 EV	500	0	

Follow-Up Notification Methods

Toyota will be utilizing multiple renotification methods to encourage and assist customers in scheduling appointments with authorized Toyota dealers through a combination of some the following:

- Pre-recorded phone messages
- Email communications
- Live agent outreach phone calls
- Social media advertisements
- Designated hotline, staffed by specifically trained Toyota Safety Recall Resolution Team (SRRT) agents
- Mailers designed to encourage customers to have their vehicles repaired
- Assisting customers with scheduling an appointment with their preferred dealer through a “warm transfer” to the preferred dealer by an SRRT agent

Follow-Up Owner Notification Timing

The Safety Recall Follow-Up Owner notifications will begin in Mid-April 2018, and will continue over 6 months.

Technical Instructions

Technical Instructions to conduct these campaigns can be found on **TIS**.

Parts Ordering

The applicable parts ordering information can be found in the Dealer Letter and Technical Instructions of the **specific** Safety Recall. As a practice, please utilize the following guidelines to determine your parts order for this renotification activity:

- Check current stock levels.
- Subsequent orders should be based on customer appointments.
- Replenishment orders of parts should be based on a "sell one, buy one" basis.

Pre-Owned Vehicles in Dealer Inventory

To ensure customer satisfaction, Toyota requests that dealers complete this Safety Recall on any used vehicles currently in dealer inventory that are covered by this Safety Recall prior to customer delivery. However, if the campaign cannot be completed (for example, due to remedy parts availability), delivery of a covered vehicle is acceptable if disclosed to the customer that the vehicle is involved in a Safety Recall.

Toyota expects dealers to use the attached Customer Contact and Vehicle Disclosure Form to obtain vehicle buyer information. Dealers are expected to provide a copy of the completed form, along with the most current FAQ, to the vehicle buyer. Toyota and the dealer may use this information to contact the customer when the remedy becomes available.

Keep the completed form on file at the dealership and send a copy to quality_compliance@toyota.com. In the subject line of the email state "Disclosure Form 'COM, EOL, EOM, EOS, FOS, or GOF" and include the VIN.

NOTE: Dealers can identify if any of their new and used inventory has any open campaigns in the Vehicle Inventory Summary available in Dealer Daily (<https://dealerdaily.toyota.com/>). The Vehicle Inventory Summary may take up to 24 hours to populate information for newly launched campaigns.

Toyota Rent-A-Car (TRAC) & Service Loaners

Toyota requests that dealers remove all TRAC and Service Loaner vehicles from service that are covered by a Safety Recall unless the defect has been remedied.

Customer Handling and Dealership Follow-Up

Please consider this follow-up notice a great opportunity to focus on assuring customers that their safety remains a top priority at Toyota. Customers who receive Safety Recall Follow-Up notifications may contact your dealership with questions regarding the letter and/or remedy. Please ensure that all customer contact personnel are aware of these Safety Recalls and know how to accurately answer customer's questions or how to direct the customer to someone that can. Please welcome them to your dealership and answer any questions that they may have.

Toyota encourages dealerships to follow-up with their customers by telephone to encourage them to complete these Safety Recalls. The following word track has been provided for this purpose. To assure a consistent and accurate description of the Safety Recall is communicated to the customer, dealership associates are requested to refer to the specific Safety Recall Q&A (available in TIS) to answer any specific customer questions.

Hello [Mr./Ms.] _____ [Customer Name],

Our dealership _____ [Dealership Name] is following up with you regarding Safety Recall _____ Safety Recall No. which involves _____ Safety Recall Title. Our records indicate that your vehicle falls within the parameters of this Safety (Noncompliance) Recall or Safety Recall and as a customer convenience I would like to answer any questions that you may have. [Answer any questions using the Safety Recall or Safety Recall Q&A for the applicable recall]

May I schedule an appointment for your vehicle to complete this important Safety (Noncompliance) Recall or Safety Recall?

What date and time will be convenient for you to bring your vehicle into our service department which is located at _____ [dealership address]. If you have any further questions or concerns, please contact me at _____ [contact name and telephone no.]

NOTE: Additional guidelines regarding dealership follow-up for non-completed recalls can be found in Warranty Policy 5.21.

Please review this entire package with your Service and Parts staff to familiarize them with the proper step-by-step procedures required to implement this Owner Renotification of Non-Completed Safety (Noncompliance) Recalls and Safety Recalls.

Thank you for your cooperation.

TOYOTA MOTOR SALES, U.S.A., INC.



Toyota Motor Sales, USA, Inc.

6565 Headquarters Drive

Plano, TX 75024

(469) 292-4000

CUSTOMER CONTACT & VEHICLE DISCLOSURE FORM

This form is not applicable for new vehicles in dealership inventory and TCUV units.

This vehicle is involved in a Safety Recall. At this time, remedy parts are not available and the remedy has **NOT** been performed. I understand that the vehicle will need to be returned to an authorized Toyota dealer to have the remedy performed at **NO CHARGE** when the remedy is available.

Customer Signature _____

Toyota recommends that you register with the Toyota Owners Community at <http://www.toyota.com/owners/> and regularly check recall applicability using www.toyota.com/recall or www.safercar.gov. You will need to input your 17-digit Vehicle Identification Number (VIN).

VIN

Campaign Code

Model _____ Model Year _____

Customer Information

Customer Name _____	Customer Email _____
Customer Address _____	Home Phone # _____
_____	Mobile Phone # _____
_____	Date _____

Please provide this information so that Toyota or your dealer can notify you when the remedy becomes available. This information will only be used for campaign communications. If you'd like to update your preferred contact information in the future, visit www.toyota.com/ownersupdate or contact us at 1-888-270-9371.

Dealer Information

Dealer Name/Address _____	Dealer Code _____
_____	Dealer Phone Number _____
_____	Dealer Staff Name _____
_____	Dealer Staff Signature _____