Example of Customer Letter

Product Update: Audio and Audio-Navigation Unit Software Update

Dear Accord Owner:

This letter is to inform you of a software update for your audio or audio-navigation unit that will repair several known audio, HandsFreeLink, and navigation system bugs.

What should you do?

Contact any authorized Honda dealer for an appointment to have your vehicle updated. This work will be done free of charge.

Lessor information

If you are the vehicle lessor receiving this product update notice, please forward a copy of this notice to the lessee.

What to do if you feel this notice is in error

Our records show that you are the current owner or lessee of a 2013 Accord involved in this product update. If this is not the case, or the name/address information is not correct, please fill out and return the enclosed, postage-paid Information Change Card. We will then update our records.

If you have questions

If you have any questions about this notice, or need assistance with locating a Honda dealer, please call Honda Automobile Customer Service at 1-800-999-1009, and select option 4. You can also

locate a dealer online at Hondacars.com.

We apologize for any inconvenience this campaign may cause you.

Sincerely,

American Honda Motor Co., Inc. Honda Automobile Division