

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Service Center Name]
[Service Center Address]
[City, State, Zip Code]

Dear [Service Manager's Name or 'Team'],

I hope this message finds you well. I would like to follow up regarding the oil change service I had completed on [date of service] for my vehicle, [make, model, and year of your vehicle].

I would appreciate any updates regarding the service, and if there are any recommendations or further maintenance needed for my vehicle. Additionally, I would like to confirm that the necessary fluids and filters were replaced as part of the service.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]