

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

[Customer's Name]
[Customer's Address]
[City, State, Zip Code]

Dear [Customer's Name],

Subject: Reminder for Your Upcoming Oil Change

We hope this message finds you well! This is a friendly reminder that it's time for your vehicle's scheduled oil change. Regular oil changes are essential for maintaining the performance and longevity of your vehicle.

****Service Details:****

- ****Vehicle Make/Model:**** [Vehicle Make/Model]
- ****Last Service Date:**** [Last Service Date]
- ****Recommended Service Date:**** [Recommended Service Date]

To schedule your oil change, please contact us at [Phone Number] or visit our website at [Website URL]. We recommend making an appointment soon to ensure your vehicle runs smoothly.

Thank you for choosing [Your Business Name] for your vehicle maintenance needs. We look forward to seeing you soon!

Best regards,

[Your Name]
[Your Position]
[Your Business Name]