

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

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

Dear [Recipient Name],

Subject: Reminder for Oil Change

We hope this message finds you well. This is a friendly reminder that your vehicle is due for an oil change. Regular oil changes are essential for the longevity and performance of your vehicle.

Based on our records, the last oil change was completed on [last oil change date] at [last oil change mileage]. We recommend that the next oil change be performed at [next oil change mileage] or [next oil change date], whichever comes first.

Please feel free to contact us to schedule your appointment or if you have any questions regarding your vehicle's maintenance.

Thank you for choosing [Your Company Name] for your automotive needs.

Best regards,

[Your Signature]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]