

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: Oil Change Reminder

We hope this message finds you well! This is a friendly reminder that your vehicle is due for an oil change. Regular oil changes help ensure your vehicle runs smoothly and efficiently.

**\*\*Recommended Oil Change Date\*\*:** [Insert Date]

**\*\*Mileage Since Last Change\*\*:** [Insert Mileage]

Please contact us to schedule your appointment at your earliest convenience. You can reach us at [Phone Number] or [Email Address].

Thank you for choosing [Your Company Name]! We look forward to serving you.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Company Phone Number]

[Company Email Address]

[Company Website]