

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Oil Change Service Letter for Warranty Claim

Dear [Recipient Name],

I am writing to submit a claim for warranty service related to my vehicle, [Vehicle Make, Model, Year], with VIN [Vehicle Identification Number].

On [Date of Service], I completed an oil change service at [Service Center Name] as a part of the regular maintenance program outlined in the warranty documentation. Attached are the following documents to support my claim:

1. Copy of the oil change receipt/invoice
2. Proof of previous maintenance records
3. Any relevant warranty information

The oil change service included the replacement of [specific oil type used] and [any additional services performed, e.g., oil filter change, fluid checks]. It is vital for the longevity and performance of my vehicle that these services follow the recommended intervals stated in the warranty policy.

I kindly request you to review the attached documents and process my warranty claim at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]