

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

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

Dear [Customer Name],

We hope this message finds you well! It's time for your next oil change, and we want to ensure your vehicle continues to run smoothly and efficiently. Regular oil changes are essential for maintaining your car's performance and longevity.

We recommend scheduling your oil change appointment within the next [X weeks/months]. Our team is ready to provide you with top-notch service to keep your vehicle in optimal condition.

To make an appointment, please give us a call at [Phone Number] or visit our website at [Website URL]. As a valued customer, we are pleased to offer you a [X]% discount on your next oil change.

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

Best regards,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]