

[Your Company's Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, ZIP Code]

Dear [Customer's Name],

We are pleased to inform you that your vehicle's oil change has been successfully completed.

****Service Details:****

- Vehicle Model: [Vehicle Make & Model]

- Service Date: [Date of Service]

- Mileage: [Current Mileage]

- Oil Type Used: [Oil Type]

Thank you for choosing [Your Company Name] for your vehicle's maintenance needs. If you have any questions or would like to schedule your next service, please feel free to contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Phone Number]

[Company Address]