

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

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

Dear [Customer's Name],

We hope this message finds you well! As part of our commitment to keeping your vehicle in peak condition, we want to remind you that it's time for your next oil change. Regular oil changes are essential for maintaining the health and performance of your vehicle.

Based on our records, your last oil change was on [Date of Last Oil Change], and it's recommended to have your oil changed every [Number of Miles/Months] or sooner if you notice any unusual engine noises or performance issues.

We invite you to schedule an appointment with us at your convenience.

Please feel free to call us at [Phone Number] or visit our website at [Website URL] to book your service online.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]