

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you that it is time for an oil change on your vehicle, [Vehicle Make and Model], which is due for maintenance as per the recommended service schedule.

Service Details:

- **Current Mileage:** [Current Mileage]
- **Oil Change Due:** [Due Mileage or Date]

Regular oil changes are vital for maintaining the engine's health and efficiency. I recommend scheduling an appointment at your earliest convenience to ensure optimal performance.

Please let me know if you have any questions or if you would like to arrange a specific time for the service.

Thank you for your attention to this important maintenance task.

Best regards,

[Your Name]
[Your Job Title or Position]
[Your Company Name, if applicable]