

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

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

Dear [Recipient's Name],

Subject: Oil Change Notification

We hope this message finds you well. This letter serves as a reminder that your vehicle is due for an oil change. Regular oil changes are crucial for maintaining engine performance and longevity.

****Details of the Oil Change****

- Vehicle Make and Model: [Your Vehicle Make and Model]
- Last Oil Change Date: [Last Oil Change Date]
- Recommended Oil Change Interval: [X,000 miles or X months]
- Current Mileage: [Current Mileage]

To schedule your oil change or if you have any questions, please contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important maintenance task. We look forward to serving you soon.

Best regards,

[Your Name]
[Your Job Title]
[Company/Organization Name]