

[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],

Welcome to [Your Company Name]! We are thrilled to have you as a new customer. To show our appreciation, we are excited to offer you a special deal on your first oil change.

****Oil Change Special Offer for New Customers****

- ****Price:**** \$[Discounted Price]

- ****Includes:**** Full synthetic oil, oil filter replacement, and a comprehensive vehicle inspection.

- ****Valid Until:**** [Expiration Date]

To redeem this offer, simply mention this letter when you schedule your appointment or bring it with you when you visit us. Our team is committed to providing you with top-tier service and ensuring your vehicle runs smoothly.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]