

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Oil Change Policy Explanation

We hope this letter finds you well. We are writing to inform you about our oil change policy, which is designed to ensure the optimal performance and longevity of your vehicle while maintaining safety and efficiency.

1. ****Frequency of Oil Changes****:

- Our recommendation is to change the oil every [X] miles or every [Y] months, whichever comes first.

2. ****Types of Oil****:

- We offer [types of oil, e.g., synthetic, conventional] to meet different vehicle needs.

3. ****Service Process****:

- Each oil change includes [list services included, e.g., filter replacement, fluid checks].

4. ****Warranty Considerations****:

- Regular oil changes are crucial for maintaining your vehicle warranty.

5. ****Discounts and Packages****:

- We offer [discounts/packages] for regular customers or service bundles.

If you have any questions regarding our oil change policy or would like to schedule an appointment, please do not hesitate to contact us at [your contact information].

Thank you for choosing [Your Company Name]. We appreciate your business.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]