

[Your Name]
[Your Position]
[Company Name]
[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],

Thank you for choosing [Company Name] for your recent oil change service on [Date of Service]. We appreciate your business and hope you were satisfied with your experience.

We wanted to follow up to see if everything is running smoothly with your vehicle after the service. If you have any questions or concerns, please don't hesitate to reach out. Our team is here to assist you.

As a valued customer, we would also like to remind you of the recommended service intervals for your vehicle. Regular maintenance can help extend the life of your engine and improve fuel efficiency.

To help you keep track, we will send you a reminder before your next oil change is due. Additionally, if you refer a friend to our services, you will receive a [discount/gift card/free service] as a token of our appreciation.

Thank you once again for trusting us with your vehicle. We look forward to serving you again soon.

Sincerely,

[Your Name]
[Your Position]
[Company Name]