

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

Dear [Customer's Name],

Thank you for choosing [Your Company Name] for your oil change service!

We appreciate your trust in us to keep your vehicle running smoothly.

As part of our commitment to providing you with the best service possible, we wanted to remind you of the importance of regular oil changes for your vehicle's health and performance. We are dedicated to ensuring that your car remains in optimal condition, and our experienced technicians are here to assist you with any additional services or questions you may have.

[Optional: Include any special offers or promotions here, if applicable.]

We look forward to serving you and keeping your vehicle in top shape. If you have any questions or would like to schedule your next service, please don't hesitate to contact us!

Thank you again for being a valued customer.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]