

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

[Customer's Name]
[Customer's Address]
[City, State, Zip Code]

Dear [Customer's Name],

We hope this message finds you well! As part of our commitment to keeping your vehicle in top shape, we wanted to remind you that it's time for your next oil change. Keeping your engine properly lubricated is vital for optimal performance and longevity.

Based on our records, your last oil change was on [Last Oil Change Date], and it's recommended that oil changes be performed every [X miles or Y months], whichever comes first.

To make this process as convenient as possible for you, we'd like to offer you a special discount of [X% off/Amount off] on your next oil change. Just mention this letter when you book your appointment.

Please feel free to call us at [Your Phone Number] or visit our website at [Your Website] to schedule your appointment at your earliest convenience. Our team is ready to assist you!

Thank you for being a valued customer. We look forward to seeing you soon!

Warm regards,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Phone Number]