

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

[Recipient Name]
[Company/Service Center Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],
Subject: Oil Change Notification

I hope this message finds you well.

As part of our ongoing vehicle maintenance program, we would like to remind you that it is time for your scheduled oil change. Regular oil changes are essential to keep your vehicle running smoothly and efficiently.

****Service Details:****

- ****Vehicle Model:**** [Your Vehicle Model]
- ****Current Mileage:**** [Current Mileage]
- ****Recommended Oil Change Interval:**** [e.g., Every 5,000 miles or 6 months]
- ****Next Suggested Service Date:**** [Next Suggested Date]

Please contact us to schedule an appointment at your earliest convenience. We value your trust in our services and are here to provide the best care for your vehicle.

Thank you for choosing [Company/Service Center Name]. We look forward to serving you soon.

Best regards,

[Your Name]
[Your Position]
[Company/Service Center Name]
[Phone Number]
[Email Address]