

# Vehicle Maintenance Schedule

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Vehicle Maintenance Schedule

**Dear [Recipient Name],**

We are writing to provide you with the maintenance schedule for your vehicle. Regular maintenance is crucial for ensuring longevity and optimal performance. Below is the recommended schedule:

## Vehicle Maintenance Schedule

Maintenance Task	Frequency	Next Due Date
Oil Change	Every 5,000 miles or 6 months	[Insert Date]
Tire Rotation	Every 7,500 miles or 6 months	[Insert Date]
Brake Inspection	Every 10,000 miles	[Insert Date]
Battery Check	Every 12 months	[Insert Date]
Fluid Levels Check	Every 3 months	[Insert Date]

Please ensure these maintenance tasks are completed on schedule for the safety and reliability of your vehicle. Should you have any questions or need to schedule an appointment, feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]