

Vehicle Upkeep Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose a comprehensive vehicle upkeep plan for [Vehicle's Make and Model] that ensures its optimal performance and longevity. Regular maintenance is crucial to avoid costly repairs in the future and to enhance safety while driving.

Proposed Services:

- Oil Change and Filter Replacement
- Tire Rotation and Balancing
- Brake Inspection and Adjustment
- Battery Check and Cleaning
- Fluid Level Checks and Refills
- General Inspection of Belts and Hoses

Cost Estimate:

Total Estimated Cost: \$[Insert Amount]

I believe that this maintenance plan will not only keep your vehicle in excellent condition but will also provide peace of mind knowing it is safe for use. I would be happy to discuss any additional services or customizations to this proposal as per your needs.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]