

# Automotive Maintenance Service Proposal

**Date:** [Insert Date]

**To:** [Client's Name]

**From:** [Your Company Name]

**Address:** [Your Company Address]

**Phone:** [Your Company Phone Number]

**Email:** [Your Company Email]

**Dear [Client's Name],**

We appreciate the opportunity to submit our proposal for automotive maintenance services tailored to meet your needs. Our goal is to provide exceptional service and ensure your vehicles are always performing at their best.

## **Proposed Services:**

- Regular Maintenance Checks
- Oil Changes
- Brake Inspections and Repairs
- Tire Rotation and Alignment
- Engine Diagnostics
- Fluid Checks and Replacements

## **Service Frequency:**

We recommend a maintenance schedule based on vehicle usage, typically every [insert mileage or time].

## **Cost Estimate:**

The estimated cost for the proposed services is [insert cost]. This includes parts and labor.

## **Conclusion:**

We are committed to providing high-quality service and support. Please feel free to reach out with any questions or for further discussions.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]