

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

[Service Center Name]  
[Service Center Address]  
[City, State, Zip Code]

Dear [Service Manager's Name],

Subject: Request for Automobile Service

I hope this letter finds you well. I am writing to request service for my vehicle, a [Make and Model], with the VIN [Vehicle Identification Number].

I have been experiencing the following issues:

- [Describe the first issue]
- [Describe the second issue]
- [Describe any additional issues]

I would appreciate it if you could schedule an appointment for an inspection and any necessary repairs. Please let me know your available dates and times.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]