

Subject: Vehicle Repair Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Repair Shop Name]

[Shop Address]

[City, State, Zip Code]

Dear [Repair Shop Manager/Technician's Name],

I hope this message finds you well. I am writing to request a repair for my vehicle. Below are the details:

**\*\*Vehicle Information:\*\***

- Make: [Vehicle Make]

- Model: [Vehicle Model]

- Year: [Vehicle Year]

- VIN: [Vehicle Identification Number]

- Mileage: [Current Mileage]

**\*\*Repair Needed:\*\***

[Describe the issue you are experiencing with the vehicle, including any symptoms, unusual noises, or error messages.]

I would appreciate a diagnostic and an estimate for the repair. Please let me know your available appointment times.

Thank you for your assistance.

Best regards,

[Your Name]