

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request auto service for my [make and model of the vehicle], with the vehicle identification number (VIN) [insert VIN].

[Briefly describe the issue or service required, e.g., "I am experiencing unusual noises when starting the engine" or "I need a routine maintenance check, including an oil change and tire rotation."]

I would appreciate it if you could schedule an appointment at your earliest convenience. Please let me know your available dates and times. Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]