

[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],

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

I am experiencing the following issues:

1. [Describe issue 1]
2. [Describe issue 2]
3. [Describe issue 3]

I would appreciate it if you could schedule an appointment for me at your earliest convenience. Please let me know the available dates and times.

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

Sincerely,  
[Your Name]