

[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 Servicing

I hope this letter finds you well. I am writing to request servicing for my vehicle, a [Make, Model, Year], with the registration number [Registration Number].

Due to [briefly explain the issue or reason for servicing, e.g., "a recent noise from the engine" or "routine maintenance"], I believe it is time for a thorough check-up. I would appreciate it if you could schedule an appointment for the servicing at your earliest convenience.

Please let me know the available dates and any details regarding the servicing process. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]