

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a scheduled maintenance appointment for my vehicle [make, model, year], with VIN [Vehicle Identification Number].

I would like to have the maintenance performed on [preferred date] at [preferred time], if possible. Please let me know if this works for your schedule or if alternative options are available.

Additionally, if there are any specific services or inspections recommended at this time, please advise so I can prepare accordingly.

Thank you for your assistance. I look forward to your confirmation.

Sincerely,
[Your Name]