

[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 am writing to request maintenance services for my vehicle, [Make, Model, Year], with the VIN [Vehicle Identification Number].

The vehicle is due for its [specific maintenance, e.g., oil change, tire rotation, etc.] and has [any specific issues or concerns, e.g., unusual sounds, warning lights, etc.]. I would like to schedule an appointment at your earliest convenience.

Please let me know the available dates and times for the maintenance service.

Thank you for your assistance.

Sincerely,
[Your Name]