

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Vehicle Maintenance Request

I hope this message finds you well. I am writing to formally request maintenance for the following vehicle:

- ****Vehicle Make and Model****: [Make and Model]
- ****Vehicle Identification Number (VIN)****: [VIN]
- ****Current Mileage****: [Mileage]
- ****Maintenance Required****: [Description of Issues/Services Needed]

Please let me know your availability to schedule this maintenance at your earliest convenience.

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

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company Name, if applicable]