

[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: Vehicle Service Request

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

The following issues need to be addressed:

1. [Issue 1]
2. [Issue 2]
3. [Issue 3]

I would appreciate it if you could provide me with an estimate of the time and cost required for the service. Please let me know if you need any further information from my side to facilitate the process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]