

[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],

I am writing to request servicing for my vehicle, a [Make, Model, Year], with the following VIN: [Vehicle Identification Number]. I would like to schedule an appointment for a comprehensive service check, including an oil change, tire rotation, and any necessary inspections.

Please let me know your available dates and times for the service. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]