

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

[Recipient Name]  
[Recipient Title]  
[BMW Dealership Name]  
[Dealership Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about  
[specific issue or request related to BMW vehicle or service].

[Provide detailed information about your inquiry or issue, including any  
relevant vehicle information such as model, year, and VIN if applicable.]

I appreciate your attention to this matter and look forward to your  
prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]