

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
BMW Customer Service  
[BMW Address]  
[City, State, Zip Code]  
Dear BMW Customer Service,  
Subject: [Subject of Your Letter]  
[Opening paragraph: Briefly introduce the purpose of your letter and any necessary background information.]  
[Body paragraph 1: Provide details about your experience, issue, or request related to your BMW or service.]  
[Body paragraph 2: Include any relevant information, such as vehicle identification number (VIN), service dates, and specific problems encountered.]  
[Closing paragraph: State your desired outcome or resolution and express appreciation for their attention to your matter.]  
Sincerely,  
[Your Name]