

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to submit the service record for my vehicle, as requested by KBB (Kelley Blue Book). Below, I have included the necessary details related to my vehicle:

- Vehicle Make: [Make]
- Vehicle Model: [Model]
- Year: [Year]
- VIN: [Vehicle Identification Number]
- Service History:

1. [Date of Service] - [Description of Service]
2. [Date of Service] - [Description of Service]
3. [Date of Service] - [Description of Service]

I have enclosed copies of the service records for your review. Please let me know if you require any further information or documentation.

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

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]