

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

Kelley Blue Book

[Address of Kelley Blue Book]
[City, State, Zip Code]

Subject: Request for Service Records for Vehicle

Dear Kelley Blue Book Team,

I hope this message finds you well. I am writing to formally request the service records for my vehicle, which I believe may be in your database.

Vehicle Information:

- Make: [Your Vehicle Make]
- Model: [Your Vehicle Model]
- Year: [Your Vehicle Year]
- VIN: [Your Vehicle VIN]

I am seeking the service records associated with this vehicle to better understand its maintenance history. Please let me know if you need any additional information from my end to process this request.

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

Sincerely,
[Your Name]