

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

Dear [Recipient Name],

I am writing to request your services for vehicle odor removal. I recently purchased a [make, model, year of the vehicle] and have noticed a persistent odor that I believe is affecting the overall driving experience.

The odor seems to be emanating from [specific areas, e.g., the upholstery, air conditioning system, etc.], and I would like to have it professionally addressed. I understand that you specialize in this area, and I would appreciate an estimate for the service.

Please let me know your availability for an appointment and any additional information you may need from me. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]