

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

Dear [Service Manager's Name],

I hope this message finds you well. I am writing to request an oil change for my vehicle, a [Make, Model, Year], with the VIN [VIN Number].

I would like to schedule the oil change at your earliest convenience, preferably on [preferred date and time]. Please let me know if this works, or if there are alternative slots available.

Additionally, I would appreciate if you could use [specific oil type, e.g., synthetic] during the service. If any additional maintenance is recommended based on the current mileage of [current mileage], please feel free to let me know.

Thank you for your assistance. I look forward to your prompt reply.

Best regards,

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