

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

[Service Provider's Name]  
[Service Provider's Address]  
[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to request an oil change service for my vehicle, a [Make, Model, Year], with the VIN [Vehicle Identification Number]. I would like to schedule an appointment at your earliest convenience.

Please let me know the available dates and times for this service, as well as any information regarding the type of oil recommended for my vehicle.

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

Sincerely,  
[Your Name]