

[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 would like to request an appointment for an oil change for my vehicle, [make and model of your vehicle], with the license plate number [license plate number]. Please let me know your available dates and times. I am looking for an appointment that can accommodate my schedule.

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

Sincerely,
[Your Name]