

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

[Recipient Name]  
[Recipient Position]  
[Service Provider/Mechanic Shop Name]  
[Service Provider Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request an oil change for our company vehicles as part of our regular maintenance schedule. We believe that ensuring our vehicles are in optimal condition is crucial for their longevity and efficiency in service.

**\*\*Details of the vehicles requiring service:\*\***

1. **\*\*Vehicle 1\*\***

Make: [Make]  
Model: [Model]  
Year: [Year]  
VIN: [VIN]

2. **\*\*Vehicle 2\*\***

Make: [Make]  
Model: [Model]  
Year: [Year]  
VIN: [VIN]

3. **\*\*Vehicle 3\*\***

Make: [Make]  
Model: [Model]  
Year: [Year]  
VIN: [VIN]

We expect the service to include:

- Complete oil change with [specify oil type/brand if necessary]
- Replacement of oil filter
- Inspection of fluid levels and other key components

Please let us know the earliest availability for these services and any necessary preparations we need to make. If you require additional information, feel free to reach out to me directly.

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

Best regards,

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