

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

Customer Service

[Oil Change Service Center Name]  
[Service Center Address]  
[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to request an oil change for my vehicle, details of which are as follows:

- Vehicle Make and Model: [Your Vehicle Make and Model]
- Year: [Year]
- VIN: [Vehicle Identification Number]
- Preferred Service Date and Time: [Your Preferred Date and Time]

Please let me know if the above date and time are available or if there are alternative slots. I would appreciate your prompt assistance with this request.

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

Sincerely,  
[Your Name]