

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

[Dealership Name]  
[Dealership 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 VIN [Vehicle Identification Number].

Please schedule an appointment at your earliest convenience. I am available on [provide a few date and time options].

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,

[Your Name]