

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

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

Dear [Recipient Name],

Subject: Oil Change Request for Fleet Service

I hope this message finds you well. We are reaching out to request an oil change service for our fleet of vehicles.

Details of the fleet vehicles are as follows:

- Vehicle Make/Model: [Vehicle 1]
 - VIN: [VIN Number 1]
 - Mileage: [Mileage 1]
- Vehicle Make/Model: [Vehicle 2]
 - VIN: [VIN Number 2]
 - Mileage: [Mileage 2]

(Continue listing additional vehicles as necessary)

We would like to schedule the service at your earliest convenience and kindly request an estimate for both cost and time required for the oil change.

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

Best regards,

[Your Name]
[Your Position]
[Your Company]