

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

Dear Maintenance Team,

I hope this message finds you well. I would like to request an oil change for my vehicle, [Vehicle Make and Model], with the following details:

- Vehicle Identification Number (VIN): [Your VIN]
- Current Mileage: [Current Mileage]
- Preferred Service Date: [Preferred Date]

Please let me know if this date works or if there are any other available times. Additionally, if there are any specific preparations or information you require regarding the oil change, please do not hesitate to inform me.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]
[Your Title/Position, if applicable]
[Your Company/Organization, if applicable]
[Your Contact Information]