

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

[Service Center Name]  
[Service Center Address]  
[City, State, ZIP Code]

Dear [Service Manager's Name],

I am writing to request an appointment for an oil change service for my vehicle, [Make, Model, Year], with VIN [Vehicle Identification Number]. I would like to have the service completed on [preferred date] at [preferred time], if possible. Please let me know if this is available or suggest alternative times.

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

Sincerely,  
[Your Name]