

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

[Service Center's Name]  
[Service Center's Address]  
[City, State, Zip Code]

Dear [Service Manager's Name],

I hope this message finds you well.

I am writing to kindly request an oil change for my vehicle, [Your Vehicle Make and Model], with the VIN [Your VIN Number]. I would appreciate it if you could schedule this service at your earliest convenience.

Please let me know available dates and times, and if there are any specific preparations needed before my visit.

Thank you for your assistance. I look forward to your prompt reply.

Best regards,

[Your Name]