

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request an oil change for my vehicle, a [Make, Model, Year], with VIN [Vehicle Identification Number].

I would like to schedule this service for [preferred date and time] if possible. Please let me know if this time is available or suggest alternative times.

Additionally, I would appreciate it if you could confirm the type of oil you recommend for my vehicle and any other services that may be necessary during the oil change.

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

Sincerely,

[Your Name]

[Your Job Title, if applicable]