

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

Subject: Request for Vehicle Maintenance

Dear [Service Manager's Name],

I hope this letter finds you well. I am writing to request maintenance for my Volkswagen vehicle, [Vehicle Model and Year], with VIN [VIN Number].

The following services are requested:

1. [Description of the maintenance service needed, e.g., oil change, tire rotation]
2. [Additional services if needed, e.g., brake inspection, fluid checks]

Please let me know your available dates and times for this service, as well as any necessary preparations I should make prior to the appointment.

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

Sincerely,  
[Your Name]