

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

Dear [Recipient Name],

Subject: VW Service Maintenance Schedule

I hope this letter finds you well. I am writing to inquire about the recommended service maintenance schedule for my Volkswagen vehicle (Model: [Model Name], VIN: [VIN Number]).

As a responsible vehicle owner, I want to ensure that my car receives the appropriate maintenance at the required intervals to keep it in optimal condition. I would appreciate if you could provide me with the following details:

1. ****Maintenance Intervals:****
 - Oil Change: [Interval]
 - Tire Rotation: [Interval]
 - Brake Inspection: [Interval]
 - Other recommended services: [List any additional services]
2. ****Service Packages:****
 - Any available service packages that might be more economical.
3. ****Last Serviced Details:****
 - A report of when my vehicle was last serviced and what was completed.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]