

[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],

Subject: XJR Service Request

I hope this message finds you well. I am writing to request service for my Jaguar XJR, [Year, Model, VIN]. I would like to schedule an appointment for the following issues:

1. [Issue 1]
2. [Issue 2]
3. [Issue 3]

Please let me know your available dates and times. I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]