

[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: Request for Maintenance Service for XUV

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

I would like to schedule an appointment for the following services:

1. [Service 1, e.g., oil change]
2. [Service 2, e.g., tire rotation]
3. [Service 3, e.g., brake inspection]

The vehicle has been experiencing [brief description of issues, if any], and I believe it is essential to address these concerns promptly to ensure the continued performance and safety of the vehicle.

Please let me know your available dates and times for the maintenance appointment. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]