

[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],

I hope this message finds you well. I am writing to request an oil change for my vehicle, [Vehicle Make, Model, Year], with the license plate number [License Plate Number].

I would appreciate if you could schedule this service at your earliest convenience. Please let me know the available times, and if possible, I would prefer to have the service done on [preferred date and time].

Thank you for your assistance. I look forward to hearing from you soon.

Best regards,

[Your Name]