

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

I would like to schedule this service for [Preferred Date and Time]. If this is not possible, please let me know your available options.

Additionally, I would appreciate it if you could confirm whether you recommend using [Specific Type of Oil, e.g., synthetic, conventional] for my vehicle.

Please let me know if you need any further information or if there are forms I should complete prior to my appointment.

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

Sincerely,
[Your Name]