

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

[Recipient Name]  
[Service Center Name]  
[Service Center Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Oil Change Service

I hope this message finds you well. I am writing to request an oil change for my vehicle, which is due for maintenance. Below are the specifics for my request:

**\*\*Vehicle Information:\*\***

- Make: [Make of the Vehicle]
- Model: [Model of the Vehicle]
- Year: [Year of the Vehicle]
- VIN: [Vehicle Identification Number]

**\*\*Service Details:\*\***

- Preferred Oil Type: [Synthetic/Conventional/Blend]
- Mileage: [Current Mileage]
- Last Oil Change Date: [Date of Last Oil Change]

I would appreciate it if you could schedule this service at your earliest convenience. Please confirm the appointment date and time. If there are any additional services you recommend, feel free to include them in your response.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]