

[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 Center Manager's Name],

I am writing to confirm my oil change appointment scheduled for [Date] at [Time].

Details of the appointment are as follows:

- Customer Name: [Your Name]
- Vehicle Make and Model: [Your Vehicle Make and Model]
- Appointment Date and Time: [Date, Time]

If you need to reach me for any reason, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you, and I look forward to my visit.

Sincerely,
[Your Name]