

[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 or "Service Team"],  
I hope this message finds you well. I would like to request an appointment for an oil change for my vehicle. Below are the details:

- Vehicle Make and Model: [Your Vehicle Make and Model]
- Year: [Year of the Vehicle]
- Current Mileage: [Current Mileage]
- Preferred Dates/Times: [Your Available Dates/Times]

Please let me know if the requested time is available or suggest an alternative that works for your schedule.

Thank you for your assistance.

Best regards,

[Your Name]  
[Your Contact Information]