

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

Dear [Recipient Name],

Subject: Oil Change Priority Request

I hope this message finds you well. I am writing to request a priority service appointment for an oil change for my vehicle, [Vehicle Make, Model, Year], with VIN [Vehicle Identification Number].

Due to [brief explanation - e.g., "upcoming travel schedules" or "high mileage usage"], I am in need of a timely service. I would greatly appreciate your assistance in accommodating my request at your earliest convenience.

Please let me know available dates and times for the service. Thank you for your attention to this matter.

Sincerely,
[Your Name]