

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Oil Change Request for Company Vehicles

I hope this message finds you well. I am writing to request an oil change for our company vehicles as part of our routine maintenance program. Regular oil changes are essential to ensure the longevity and performance of our fleet.

Please find below the details of the vehicles requiring service:

1. **Vehicle Make/Model:** [Make/Model]
VIN: [Vehicle Identification Number]
Mileage: [Current Mileage]
2. **Vehicle Make/Model:** [Make/Model]
VIN: [Vehicle Identification Number]
Mileage: [Current Mileage]
3. **Vehicle Make/Model:** [Make/Model]
VIN: [Vehicle Identification Number]
Mileage: [Current Mileage]

We would like to schedule the oil changes at your earliest convenience, preferably by [desired date]. Please let us know if you need any further information or if a different date works better for your schedule.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]