

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

Dear [Service Manager's Name or "Service Department"],
I hope this message finds you well. I am writing to request an oil change for my vehicle, [Year, Make, Model], with VIN [Vehicle Identification Number].

Please let me know the available times for scheduling this service. Additionally, I would appreciate it if you could confirm the cost and estimated duration of the oil change.
Thank you for your assistance. I look forward to hearing from you soon.
Sincerely,
[Your Name]