

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

[Service Provider/Mechanic's Name]
[Service Provider Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Service Provider/Mechanic's Name],

I am writing to request an oil change for our fleet vehicles as part of our regular maintenance schedule.

Details of the vehicles requiring service:

1. Vehicle Make/Model: [Make/Model] | VIN: [VIN Number] | Mileage: [Mileage]
2. Vehicle Make/Model: [Make/Model] | VIN: [VIN Number] | Mileage: [Mileage]
3. Vehicle Make/Model: [Make/Model] | VIN: [VIN Number] | Mileage: [Mileage]

(Continue as needed for additional vehicles)

Please confirm the availability of service and the estimated time required for completion. We appreciate your prompt attention to this matter and look forward to your confirmation.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]