

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

[Service Center Name]
[Service Center Address]
[City, State, Zip Code]

Subject: Oil Change Request for Maintenance Records

Dear [Service Center Manager's Name],

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

I would like to schedule this service at your earliest convenience, and I kindly ask that you provide documentation of the oil change for my maintenance records.

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

Sincerely,
[Your Name]