

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

[Recipient Name]
[Recipient Position]
[Service Provider Company Name]
[Service Provider Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request an oil change service for our [specific vehicle type, e.g., fleet vehicles, company car], [Vehicle Make and Model, if applicable], with the VIN [Vehicle Identification Number].

We would like to schedule this service at your earliest convenience.

Please let us know your available time slots and any specific requirements we need to prepare before the service appointment.

Looking forward to your prompt response.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]
[Your Phone Number]
[Your Email Address]