

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

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

Dear [Service Manager's Name],

Subject: Oil Change Service Request

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

Please schedule the service at your earliest convenience. I would appreciate it if you could confirm the appointment date and time.

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

Sincerely,

[Your Name]