

[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 Center Manager's Name],

I am writing to request an oil change for my vehicle, [Make, Model, Year of Vehicle], with the VIN: [Vehicle Identification Number].

I would like to schedule the appointment for [preferred date and time] if possible. Please confirm availability for that date, or suggest an alternative.

Additionally, please let me know if there are any specific requirements or preparations needed prior to the appointment.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]