

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

[Recipient Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Oxygen Sensor Replacement

I hope this message finds you well. I am writing to formally request the replacement of the oxygen sensor in my vehicle, [Make, Model, Year], with VIN [Vehicle Identification Number].

Details regarding the issue:

- Description of the problem: [Briefly describe symptoms or issues related to the oxygen sensor]
- Previous service history: [Mention if this has been serviced before or if you've had any diagnostics done]

I would appreciate it if you could provide me with an estimate for the replacement cost and the estimated time required to complete this service.

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

Sincerely,
[Your Name]