

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Service Center Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

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

On [Date of Issue], I noticed [describe the issue, e.g., warning lights, decrease in performance, etc.]. After conducting some initial diagnostics, it appears that the oxygen sensor may need replacement.

I would appreciate your professional assessment and advice on moving forward with this repair. If possible, please let me know the estimated cost and the timeframe for the replacement.

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

Sincerely,
[Your Name]