

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a service appointment for the oxygen sensor in my vehicle, [Year, Make, Model]. I believe it may require attention due to [briefly describe the issue, e.g., "a decrease in fuel efficiency" or "a check engine light"]. Please let me know your availability for an inspection or service. I am looking forward to your prompt response and appreciate your assistance in resolving this matter.

Thank you for your attention to this request.

Sincerely,
[Your Name]