

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Repair Shop/Mechanic's Name]
[Repair Shop Address]
[City, State, Zip Code]

Dear [Repair Shop/Mechanic's Name],

Subject: Repair Notice for Oxygen Sensor

I hope this letter finds you well. I am writing to formally notify you regarding the issue with the oxygen sensor in my vehicle, [Make, Model, Year], with VIN: [Vehicle Identification Number].

The vehicle has been experiencing [describe symptoms, e.g., poor fuel efficiency, check engine light illumination, etc.]. After conducting a preliminary diagnosis, I believe that the oxygen sensor requires repair or replacement.

Please find attached [any relevant documents, e.g., service records, previous inspections, etc.].

I kindly request an assessment and a detailed estimate for the necessary repairs. Please let me know a convenient time for me to bring in my vehicle.

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

Sincerely,
[Your Name]