

[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 hope this letter finds you well. I am writing to request servicing for the oxygen sensor in my vehicle, [Make and Model of Vehicle], with VIN [Vehicle Identification Number]. I have noticed some issues [briefly describe the symptoms or problems, if any], which I believe may be related to the oxygen sensor.

I would appreciate it if you could schedule an appointment for the servicing at your earliest convenience. Please let me know the available dates and times.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,
[Your Name]