

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

Dear [Mechanic's Name],

I am writing to request a service appointment to replace the oxygen sensor in my vehicle, a [Make, Model, Year]. I have noticed [brief description of the issue, e.g., "the check engine light is on and the vehicle is experiencing decreased fuel efficiency"].

Please let me know your available times for this service, as well as the estimated cost of the replacement. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]