

Automotive Dealership Service Request

Date: [Insert Date]

To: [Service Manager's Name]

Automotive Dealership Name

Address: [Dealership Address]

Phone: [Dealership Phone Number]

Dear [Service Manager's Name],

I hope this message finds you well. I am writing to request service for my vehicle, a [Year, Make, Model], with VIN [Vehicle Identification Number].

The issues I am experiencing include:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

I would appreciate it if you could schedule an appointment for me at your earliest convenience. I am available on [Insert Availability], and you can reach me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]