

Notification of Car Malfunctions

Date: [Insert Date]

To: [Service Center Name]

Address: [Service Center Address]

Dear [Service Manager's Name],

I am writing to inform you about some issues I have been experiencing with my vehicle, a [Make, Model, Year], with VIN [Vehicle Identification Number]. Below are the details of the malfunctions:

- Issue 1: [Describe the first issue]
- Issue 2: [Describe the second issue]
- Issue 3: [Describe the third issue]

These issues have caused [describe any impacts, e.g., inconvenience, unsafe driving conditions]. I request that you arrange for an inspection and necessary repairs at your earliest convenience.

Please let me know how to proceed and any information you require from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]