

Date: [Insert Date]

[Auto Repair Shop Name]

[Shop Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to inquire about the auto repair services offered at your shop.

I am experiencing some issues with my vehicle, specifically [brief description of the issue, e.g., "the engine is making a strange noise" or "the brakes are not functioning properly"], and I would like to know if you could provide an estimate for the repair.

Additionally, I would appreciate details regarding your availability for an appointment and any warranties or guarantees you offer on your services.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]