

Service History Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the service history for my [vehicle/appliance/service] (make and model: [insert details], VIN or serial number: [insert details]).

This information is important to me as I am [briefly explain the reason for the request, e.g., considering a sale, undergoing maintenance, etc.]. I would appreciate your assistance in providing the service records at your earliest convenience.

Please let me know if you require any additional information or documentation to process my request.

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

Sincerely,

[Your Name]