

Date: [Insert Date]

[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

[Recipient Name] [Recipient Position/Title] [Company/Organization Name] [Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my concerns regarding the maintenance of my vehicle, [Vehicle Make and Model], with VIN [Vehicle Identification Number]. I have recently noticed several issues that require immediate attention, including:

- [Describe the first issue, e.g., "the brakes are making a strange noise"]
- [Describe the second issue, e.g., "there is a fluid leak underneath the vehicle"]
- [Describe the third issue, e.g., "the engine light has been consistently on"]

I would appreciate your guidance on how to proceed with addressing these concerns and would like to schedule an appointment at your earliest convenience. Please let me know how we can resolve these matters effectively.

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

Sincerely,

[Your Name]