

Automotive Service History Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Automotive Service Center Name]

[Service Center Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to request the service history for my vehicle, a [make, model, year, VIN]. I am looking to obtain records of any maintenance and repairs performed at your facility.

The requested information will help me in maintaining the vehicle and ensuring it receives the necessary care going forward. Please include details of any services performed, dates, and mileage at the time of service.

If there are any forms or fees required for this request, please let me know. You can reach me at [Your Phone Number] or [Your Email Address] for any further information.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]