

# Service Request for Faulty Item

**Your Name:** [Your Name]

**Your Address:** [Your Address]

**Your Email:** [Your Email]

**Your Phone Number:** [Your Phone Number]

**Date:** [Current Date]

**Recipient Name:** [Recipient Name]

**Company Name:** [Company Name]

**Company Address:** [Company Address]

Dear [Recipient Name],

I am writing to formally request service for a faulty item that I purchased from your company on [Purchase Date]. The item is [Item Name/Description], and the order number is [Order Number].

Unfortunately, I have encountered the following issue with the item: [Describe the fault or issue in detail]. Despite my attempts to resolve the issue, I have been unable to do so.

I would appreciate your assistance in resolving this matter. Please let me know how I should proceed and what information you require from my side.

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

Sincerely,

[Your Name]