

Letter of Appeal for Product Repair or Replacement

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a repair or replacement for my [Product Name], which I purchased on [Purchase Date] from [Store/Website Name]. The order number for this purchase is [Order Number].

Unfortunately, the product has [describe the issue briefly, e.g., stopped working, developed a fault]. I have attempted to troubleshoot the issue by [mention any steps taken, if applicable], but to no avail.

As the product is still under warranty, I kindly request that you consider my appeal for either a repair or replacement. I have attached copies of the receipt and warranty for your reference.

Thank you for your attention to this matter. I look forward to your prompt response and a resolution to this issue.

Sincerely,

[Your Name]