

Extended Warranty Issue Report

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

Email: [Insert Your Email]

Phone Number: [Insert Your Phone Number]

To Whom It May Concern,

I am writing to formally report an issue concerning the extended warranty for my [Product Name], which I purchased on [Purchase Date] from [Retailer Name]. My warranty policy number is [Policy Number].

Unfortunately, I have encountered the following issue:

- [Describe the issue briefly]

I have taken the following steps to resolve the issue:

- [List steps taken]

I would appreciate your prompt attention to this matter and any assistance you can provide in resolving the warranty issue. Please feel free to contact me at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]