

Warranty Service Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Subject: Warranty Service Request for Gear Malfunction

Dear [Customer Service/Support Team],

I am writing to formally request warranty service for a gear malfunction in my [Product Name/Model], purchased on [Purchase Date] from [Retailer/Website]. The serial number of the product is [Serial Number].

The issue I am experiencing is [describe the malfunction briefly]. This malfunction has affected [describe any impact the malfunction has on the use of the product].

As this product is still under warranty, I would greatly appreciate your assistance in resolving this matter. Please let me know the next steps for sending the product for repair or receiving a replacement.

Thank you for your assistance.

Sincerely,
[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]