

# Subject: Appeal for Repair of Damaged Electronic Item

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for the repair of my electronic item, [Item Name/Model], which was purchased from your store on [Purchase Date]. Unfortunately, it has recently become damaged due to [briefly explain the situation that led to the damage, e.g., a malfunction, accidental drop, etc.].

The item is still under warranty, and I believe that it qualifies for repair under your company's policy. I have attached a copy of my receipt and any relevant documentation to support my appeal.

I would greatly appreciate your assistance in this matter. Please let me know the next steps I should take or if any additional information is needed to expedite the repair process.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]