

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 inquire about the warranty coverage for the repairs completed on my [insert product/service] on [insert date of repair]. Unfortunately, I have encountered issues that seem to suggest the repairs were not completed satisfactorily.

Could you please provide information regarding the warranty period for the service performed and whether the current issues are covered under that warranty? Additionally, I would appreciate your guidance on how to proceed with this matter.

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

Sincerely,
[Your Name]