

# Appliance Service Demand Letter

**Your Name**

Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date: [Insert Date]

**Service Company Name**

Company Address  
City, State, Zip Code

Dear [Service Provider's Name],

I am writing to formally request service for my [Name of Appliance, e.g., Refrigerator, Washing Machine] which has been malfunctioning since [insert date]. The details are as follows:

- **Appliance Model:** [Model Number]
- **Purchase Date:** [Purchase Date]
- **Description of the Issue:** [Briefly describe the issue]

I would appreciate it if you could arrange for a technician to inspect and repair the appliance at your earliest convenience. Please let me know the available dates and any necessary information I need to provide.

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

Sincerely,  
[Your Name]