

# Malfunctioning Appliance Notification

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify you of a malfunctioning appliance in my home. The appliance in question is [Insert Appliance Name], which was purchased on [Insert Purchase Date].

Details of the issue: [Describe the malfunction, including any unusual noises, error codes, or performance issues].

I would appreciate your prompt attention to this matter and kindly request a service appointment to resolve the issue at your earliest convenience. Please feel free to reach me at [Insert Your Phone Number] or [Insert Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]