

Request for Extended Warranty Services

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Vendor Name]
[Vendor Position]
[Vendor Company Name]
[Vendor Company Address]
[City, State, Zip Code]

Dear [Vendor Name],

I hope this message finds you well. I am writing to formally request an extended warranty service for [Product/Service Name], which we purchased on [Purchase Date]. Given the importance of this service to our operations, we believe that an extended warranty will provide us with additional peace of mind.

We have encountered some challenges during the initial warranty period, specifically [Briefly describe any issues], and we want to ensure that we are fully covered for any future concerns.

We are keen on maintaining our collaboration and would appreciate your prompt attention to our request. Please provide us with the terms and conditions, along with any relevant documentation required to process this request.

Thank you for your assistance. We look forward to your prompt reply.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]