

Appliance Repair Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Repair Service Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Repair Service Company Name],

I am writing to request a repair service for my appliance, [Appliance Type], which is not functioning properly. The details are as follows:

- **Appliance Type:** [e.g., Washing Machine]
- **Brand:** [Brand Name]
- **Model Number:** [Model Number]
- **Issue Description:** [Description of the problem]
- **Preferred Repair Date:** [Your preferred date]

Please let me know your availability for the repair service at your earliest convenience. You can contact me via phone or email provided above.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]