

Damaged Appliance Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inform you about a damaged appliance that was recently brought to my attention. The details of the appliance are as follows:

- Appliance Type: [Insert Appliance Type]
- Brand: [Insert Brand Name]
- Model Number: [Insert Model Number]
- Purchase Date: [Insert Purchase Date]

The damage was first noticed on [Insert Date of Damage] and includes [briefly describe the damage]. I have attached photographs for your reference.

I kindly request your assistance in addressing this issue. Please let me know how we can proceed with the repair or replacement process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]