

# Faulty Appliance Issue Report

Date: [Insert Date]

To: [Company Name]

Customer Service Department

[Company Address]

Dear Customer Service Team,

I am writing to report an issue with a faulty appliance that I purchased from your store on [Insert Purchase Date]. The details are as follows:

- **Appliance Type:** [Insert Appliance Type]
- **Model Number:** [Insert Model Number]
- **Serial Number:** [Insert Serial Number]
- **Purchase Location:** [Insert Store/Website Name]
- **Description of the Issue:** [Insert Brief Description of the Problem]

Despite following the instructions in the user manual and troubleshooting steps provided, the appliance continues to malfunction. I kindly request your assistance in resolving this issue. I would appreciate it if you could provide guidance on the next steps, including warranty service or replacement options.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]