

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding the defective automobile that I purchased from your dealership on [purchase date]. The vehicle, a [make, model, year], has been experiencing persistent issues that fall under the warranty coverage.

Despite my attempts to resolve these problems through your service department, I have encountered [describe specific issues] repeatedly. These defects have not only caused significant inconvenience but also pose safety concerns.

According to the terms of the warranty, I believe I am entitled to [state what you are seeking-- repair, replacement, refund, etc.]. I request that you address this issue promptly in accordance with the warranty agreement.

Please contact me at your earliest convenience to discuss this matter further. I hope to resolve this issue amicably and look forward to your prompt response.

Sincerely,
Your Name