

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the repair of my vehicle, a [Make, Model, Year], with VIN [Vehicle Identification Number], which has been experiencing several defects that require immediate attention. The issues include [briefly describe the defects, e.g., engine performance, brake issues, etc.].

Given that the vehicle is still under warranty [if applicable], I kindly ask you to address these concerns at your earliest convenience. Please let me know the process for scheduling the repairs and if any additional information is needed from my side.

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

Sincerely,

[Your Name]