

Request for Repair of Broken Electronic Item

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the repair of my electronic item, [specify the item, e.g., a laptop, smartphone, etc.], which has recently stopped functioning properly.

Details of the item are as follows:

- Brand: [Insert Brand]
- Model: [Insert Model]
- Serial Number: [Insert Serial Number]
- Purchase Date: [Insert Purchase Date]

The issue with the item is as follows: [Describe the problem briefly]. I have attempted the following troubleshooting steps: [List any steps taken]. Unfortunately, the issue persists, and I believe it requires professional repair.

Please let me know how to proceed with the repair process, including any relevant costs and timelines involved. I appreciate your assistance in this matter.

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

Sincerely,

[Your Name]