

Inquiry Regarding Service Errors

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about some issues I have encountered following the recent service performed by your technician on [insert date of service].

Unfortunately, the following errors were observed:

- [Description of error 1]
- [Description of error 2]
- [Description of error 3]

I would appreciate it if you could provide clarification on these matters and any potential resolutions you may have. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]