

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Prolonged Warranty Period

I hope this letter finds you well. I am writing to formally request an extension of the warranty period for my [product name], which I purchased on [purchase date] and is covered under warranty until [current warranty expiration date].

Due to [mention any specific reasons or circumstances, if applicable], I believe that extending the warranty period would be beneficial and fair.

I kindly ask you to consider my request and look forward to your favorable response regarding this matter. Thank you for your attention to this issue.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]