

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[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 the availability and details of an extended warranty for my [Product Name], which I purchased on [Purchase Date]. The model number is [Model Number].

I would appreciate it if you could provide me with information regarding the terms, coverage, and pricing for the extended warranty options you offer. Additionally, I would like to know the procedure for enrolling in the warranty plan.

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

Sincerely,

[Your Name]