

Request for Appliance Repair Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to request a repair service for my appliance, [insert appliance type, e.g., refrigerator, washing machine, etc.], which has not been functioning properly. The details are as follows:

- **Appliance Type:** [Insert appliance type]
- **Brand:** [Insert brand]
- **Model Number:** [Insert model number]
- **Issue Description:** [Briefly describe the issue]
- **Preferred Service Date:** [Insert preferred date]

Please let me know your availability for a repair appointment. I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]