

Request for Window Replacement Due to Storm Damage

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the replacement of windows in my property located at [Your Address]. Following the recent storm on [Date of Storm], I discovered that several windows sustained significant damage that has compromised their integrity and my home's security.

Attached to this letter, you will find photographs of the damage, along with detailed descriptions of each affected window. I kindly ask that you review this request and consider it promptly, as it is crucial for ensuring the safety and comfort of my home.

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

Sincerely,

[Your Name]