

HVAC System Warranty Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Contractor's Name]

[Contractor's Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Warranty Claim for HVAC System Failures

Dear [Contractor's Name],

I am writing to formally submit a warranty claim regarding the HVAC system installed at my property located at [Property Address]. The system has been experiencing the following issues:

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

These failures have been noted since [Insert date of first occurrence], and despite attempts to rectify the situation, the problems persist.

According to the warranty agreement provided at the time of installation, I believe that the necessary repairs should be covered. I request that you address this matter at your earliest convenience. Please let me know how you intend to proceed.

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

Sincerely,

[Your Name]