

Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the exchange of a piece of equipment that has become non-functional. The item in question is [describe the equipment, including model number and purchase date]. Despite following the operating guidelines, the equipment has [briefly describe the issue].

If possible, I would appreciate your assistance in exchanging this faulty item for a working one. Attached to this letter are copies of my purchase receipt and any relevant photos of the equipment showing its condition.

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

Sincerely,

[Your Name]