

Equipment Warranty Replacement Request

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Recipient's Name

Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request a replacement for the equipment covered under warranty, specifically the [insert equipment name or model number]. Unfortunately, the equipment has encountered [briefly describe the issue], which has rendered it unusable.

The warranty details are as follows:

- Purchase Date: [Insert Purchase Date]
- Warranty Details: [Insert Warranty Information]

I have attached the necessary documents, including a copy of the purchase receipt and any relevant photos of the equipment. I would appreciate it if you could expedite the replacement process, as I rely on this equipment for [insert reason for urgency].

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

Sincerely,
[Your Name]