

Warranty Service Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request warranty service for my [Product Name/Model] which I purchased on [Purchase Date] from [Retailer/Website]. Unfortunately, the equipment has been malfunctioning and is not operating as intended.

Details of the malfunction:

- Description of the issue: [Brief description of the problem]
- Serial Number: [Serial Number of the product]
- Invoice Number: [Invoice Number]

I have attempted the following troubleshooting steps:

- [List any troubleshooting steps taken]

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

Sincerely,

[Your Name]