

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date

Customer Service Department  
Company Name  
Company Address  
City, State, ZIP Code

Dear Customer Service,

I hope this message finds you well. I am writing to inquire about the expired warranty service for my product, [Product Name], which I purchased on [Purchase Date]. Unfortunately, my warranty has recently expired on [Expiration Date], and I have some questions regarding available repair options and any potential fees associated with servicing the product.

Product Details:

- Model Number: [Model Number]
- Serial Number: [Serial Number]

Could you please provide me with information regarding any service options available for my product? Additionally, I would appreciate any details regarding the process, costs, and expected turnaround time should I decide to proceed with a repair.

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,  
[Your Name]