

Warranty Extension Request for HVAC System

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of the warranty on my HVAC system purchased on [purchase date], with the model number [model number] and serial number [serial number]. Given my positive experience with your products and the essential role this system plays in my home, I believe an extension to the warranty period would be a reasonable consideration.

I have maintained the system according to your guidelines and have all service records available to confirm its upkeep. I would appreciate any documentation or steps necessary to process this request.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]