

Warranty Extension Request for Roofing Materials

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an extension of the warranty for the roofing materials I purchased from your company on [Insert Purchase Date].

The original warranty is set to expire on [Insert Expiration Date], and due to [mention any relevant reasons, e.g., recent weather events, installation issues], I believe an extension would be beneficial.

I have attached all relevant documentation including the original warranty, purchase receipts, and any supporting images for your review.

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

Sincerely,

[Your Name]