

Appliance Replacement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a replacement for my malfunctioning dishwasher, model [Insert Model Number], which I purchased on [Insert Purchase Date]. Unfortunately, the appliance has not been operating effectively, and despite several attempts to resolve the issues through troubleshooting, it continues to malfunction.

The main issues I have encountered include [briefly describe the problems, e.g., loud noises, leaking water, dishes not cleaning properly]. These problems have affected my ability to use the dishwasher as intended, and I believe that a replacement is the most practical solution.

I would appreciate your prompt attention to this matter and look forward to your response regarding the next steps for the replacement process. Thank you for your assistance.

Sincerely,

[Your Name]