

# Letter of Inquiry for Washing Machine Malfunction

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manufacturer's Name]

[Manufacturer's Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Contact Name],

I am writing to inquire about a malfunction I am experiencing with my washing machine, model [Model Number], purchased on [Purchase Date]. The machine has been exhibiting [describe the issue, e.g., unusual noises, failure to start, etc.], and I am seeking guidance on how to resolve this issue.

I would appreciate any information you could provide regarding possible solutions, warranty coverage, or further steps I should take to address this matter.

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

Sincerely,

[Your Name]