

Warranty Service Request for HVAC Problem

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name],

I am writing to formally request warranty service for my HVAC unit, which has been experiencing several problems. The details are as follows:

- Model Number: [Insert Model Number]
- Serial Number: [Insert Serial Number]
- Purchase Date: [Insert Purchase Date]
- Description of the Problem: [Insert Brief Description of Problem]

This issue falls under the warranty terms, and I would appreciate your prompt attention to this matter. Please let me know the next steps in the service process.

Thank you for your assistance.

Sincerely,

[Your Name]