

# Warranty Service Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Roofing Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Roofing Company Name],

I am writing to formally request warranty service for the roofing issues I am currently experiencing with my property located at [Property Address]. According to the warranty provided at the time of installation, I am entitled to receive assistance for any issues related to the roofing system.

The specific issues I have encountered are as follows:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

I have attached photographs and any relevant documentation to support my request. I would appreciate it if you could arrange for an inspector to assess these issues at your earliest convenience. I look forward to your prompt response and resolution of my request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]