

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service Department
Company Name
Company Address
City, State, Zip Code

Dear Customer Service Manager,

I am writing to formally express my grievance regarding the warranty coverage limitations of the product I purchased (Product Name/Model Number) on (Purchase Date). My order number is (Order Number).

Upon reviewing the warranty terms, I found certain limitations that I believe are unreasonable and not clearly communicated during the purchase process. Specifically, the exclusion of (specific coverage details) is particularly concerning, as it directly affects my ability to seek remedy for the issues encountered.

I kindly request a thorough review of my complaint and consideration for an adjustment to the warranty coverage regarding (specific issues). I believe this aligns with fair customer service practices and would help maintain a positive relationship with your brand.

Thank you for your attention to this matter. I look forward to your timely response.

Sincerely,
Your Name