

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request repair services for my BB gun, which is experiencing some issues.

Model: [BB Gun Model]

Serial Number: [Serial Number]

Purchase Date: [Purchase Date]

The problems I am encountering include:

- [Describe the issue, e.g., "the gun does not fire", "there is a leak", etc.]

- [Additional issues, if any]

I would greatly appreciate your assistance in diagnosing and fixing these issues. Please let me know if you require further information or if there are any forms I need to complete to initiate the repair process.

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

Sincerely,

[Your Name]