

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

DHL Customer Service

[Address of DHL Service Center]
[City, State, ZIP Code]

Subject: Request for Repair of Delivered Item

Dear DHL Customer Service,

I am writing to request a repair for an item that was delivered to me on [Delivery Date] with tracking number [Tracking Number]. Upon receiving the item, I noticed the following issues: [describe the issues with the item].

I believe that this item may still be under warranty or that it qualifies for repair service as per your policy. I kindly request your assistance in coordinating the repair process.

Please let me know if there are any specific forms or documents needed to facilitate this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]