

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to request a warranty service for my DVD player, model [Model Number], which I purchased on [Purchase Date] from [Retailer Name]. Unfortunately, the unit has developed [describe the issue with the DVD player] and is no longer functioning as expected.

Per the warranty terms provided at the time of purchase, I believe I am eligible for repair or replacement. Attached to this letter, you will find a copy of the original purchase receipt and any additional documentation required for processing my request.

I would appreciate your guidance on the next steps, including any specific forms to complete or additional information needed to facilitate the warranty service process.

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

Sincerely,
[Your Name]