

[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],

Subject: HVAC Repair Warranty Claim

I hope this letter finds you well. I am writing to formally request warranty service for the HVAC repair completed on [Date of repair] at my residence located at [Your Address].

The details of the repair are as follows:

- Service Provided: [Description of repair]
- Model/Serial Number of the Unit: [Model/Serial Number]
- Invoice Number: [Invoice Number]

According to the terms of the warranty, the repair is covered for [length of warranty period] from the date of service. Unfortunately, I have encountered [describe the issue with the HVAC system that is covered under warranty] since the repair, which necessitates further assistance. I kindly ask that you address this issue at your earliest convenience. Please contact me at [Phone Number] or [Email Address] to schedule a follow-up service.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]