

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

[HVAC Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: HVAC Warranty Claim

Dear [Recipient's Name or Customer Service Department],  
I hope this message finds you well. I am writing to formally submit a warranty claim for my HVAC system, which was purchased on [Purchase Date] and is still under warranty.

Details of the HVAC System:

- Model Number: [Model Number]
- Serial Number: [Serial Number]
- Installation Date: [Installation Date]

I have encountered the following issue(s) with the system:

- [Describe the issue(s) briefly and clearly]

Attached to this letter, you will find all necessary documentation supporting my claim, including:

- A copy of the original purchase receipt
- Warranty information
- Records of any previous service calls or repairs

I kindly request that you review my claim and proceed with the necessary steps to address this issue under the warranty terms. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]