

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

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

Subject: HVAC Warranty Claim

Dear [Company Name or Customer Service Department],
I am writing to formally submit a warranty claim for my HVAC unit, model [Model Number], serial number [Serial Number], purchased on [Purchase Date] from [Retailer/Store Name].

Unfortunately, the unit has recently encountered issues including [describe the issue(s) briefly, e.g., lack of cooling, unusual noises, etc.]. Despite following all recommended maintenance procedures, the problems persist.

Under the terms of the warranty, I believe I am entitled to repair or replacement of the unit. I have attached copies of all relevant documents, including my purchase receipt and maintenance records, for your review.

Please respond promptly so we can resolve this matter as quickly as possible. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,
[Your Name]