

[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],

I hope this letter finds you well. I am writing to request assistance regarding an odor issue with some furniture I purchased from [Company Name] on [purchase date].

The item in question is [describe the furniture, e.g., "the leather sofa model XYZ"], and I have noticed a persistent odor that has become quite bothersome. Despite my efforts to remedy the situation through various cleaning methods, the odor has not dissipated.

I would appreciate any guidance or services your company offers for odor removal, as well as any warranty or guarantee policies that may apply to this situation.

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

Sincerely,
[Your Name]