

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

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

Subject: TPMS System Malfunction Report

Dear [Recipient's Name],

I am writing to formally report an issue with the Tire Pressure Monitoring System (TPMS) on my vehicle, [Make and Model], with VIN [Vehicle Identification Number]. The system has been exhibiting [describe the issue, e.g., "a constant warning light," "inaccurate readings," etc.], which I believe requires immediate attention.

I first noticed the problem on [date of first occurrence] and it has since persisted despite [any steps taken, such as checking tire pressures or resetting the system]. This malfunction may compromise vehicle safety and performance.

I appreciate your prompt attention to this matter and would like to schedule an appointment for diagnosis and repair at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]