

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

Dear Customer Service,

Subject: Warranty Inquiry for VHS Player

I am writing to inquire about the warranty status of my VHS player, model [Model Number], which I purchased on [Purchase Date] from [Retailer Name]. The unit has [brief description of the issue or problem].

I would like to know whether this issue is covered under the warranty and the subsequent steps to resolve it. Please advise on how to proceed with the warranty claim.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending hard copy)]