

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

Dear [Customer Service Manager/Specific Name],

Subject: Warranty Service Request for [Product Name/Model]

I am writing to formally raise a complaint regarding the warranty service for my [Product Name/Model], which I purchased on [Purchase Date] from [Purchase Location/Website]. My warranty details indicate that I am entitled to service until [Warranty Expiration Date].

Unfortunately, [describe the issue with the product, including any previous attempts to resolve the issue, if applicable]. Despite following the appropriate procedures, I have yet to receive a satisfactory resolution.

I would like to request your immediate attention to this matter and a swift resolution. I am hopeful that you will honor the warranty commitments and provide the necessary repairs or replacements as stipulated.

Attached are copies of my purchase receipt, warranty documentation, and any correspondence made regarding this issue.

Thank you for addressing my concerns promptly. I look forward to your timely response.

Sincerely,

[Your Name]