

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

[Service Center Name]
[Service Center Address]
[City, State, Zip Code]

Dear [Service Center Manager's Name],

Subject: Request for Battery Service

I am writing to request service for my [Device Name/Model] battery, which has been experiencing issues. The battery has shown [describe the issue, e.g., rapid depletion, overheating, etc.].

I would like to schedule a visit to your service center to have this issue addressed. Please let me know your available times, and I will do my best to accommodate.

Thank you for your assistance.

Sincerely,

[Your Name]