

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

Subject: Request for Extension of Battery Service

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an extension of the battery service associated with my [Device Type, e.g., smartphone, laptop, etc.], model [Model Name and Number], which I purchased on [Purchase Date] under the account number [Account Number]. Due to [brief reason for extension request, e.g., ongoing usage, unforeseen circumstances], I am hopeful that you can accommodate my request for an extension of the battery service until [Proposed New End Date].

I appreciate your consideration in this matter and look forward to your prompt response.

Thank you for your time and assistance.

Sincerely,

[Your Name]