

Request Letter

From:

Name of Sender

Address of Sender

Date

To:

Name of Recipient

Address of Recipient

Dear [Seller],

I am writing to request a repair for the [product name] that I purchased from your store on [date of purchase]. As stated in the product's warranty, I am entitled to have any defects or malfunctions repaired at no cost to me.

I have encountered the [problem name] with my [product name]. These problems have made it difficult for me to use the product, and I am concerned about the potential for further damage if the issue is not resolved.

I would like to request that you [action] for me. Please let me know what steps I need to take to have the repair completed, and provide me with an estimated time frame for the repair.

Thank you for your attention to this matter. I look forward to receiving a resolution to these issues.

Sincerely,

[Your Name]

Sample Letter Request Repair

JA Banks



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