

Letter Requesting Repair of a Product Under Warranty

This package contains:

1. Instructions & Checklist for Writing a Letter Requesting Repair of a Product Under Warranty
2. Letter Requesting Repair of a Product Under Warranty

Instructions & Checklist for a Letter Requesting Repair of a Product Under Warranty

- This package contains: (1) Instructions & Checklist for a Letter Requesting Repair of a Product Under Warranty; and (2) Letter Requesting Repair of a Product Under Warranty.

- This form is designed to assist you in drafting a letter to a company about an item you purchased from them, verifying that the item is still under warranty and asking for information on the procedure for getting it repaired.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

September 9, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I am writing about a [Name of Product and Model No.] I purchased from you on [Date of Purchase]. It is still under warranty, and I need to have it repaired as soon as possible.

[Here describe briefly the repair that is needed, and why the urgency, i.e., *The heavy door of this refrigerator simply fell straight down to the floor when I opened it this morning. I could not lift it, but my neighbor picked it up and put it back in place and taped it closed so that the food would stay cold. Obviously, I cannot open it until it is repaired.*]

Please call me to make an appointment for a repair person to attend to this immediately.

Thank you for your consideration.

Cordially,

[Your Name]