***{Date}***

To*:* ***{Name}*** ***{Address}*** ***{City, State, Zip}***

Dear ***{Recipient, Price Agreement ####}****,*

I purchased ***{vehicle description, VIN }*** from ***{supplier name}*** on ***{date}****.*

This product is ***{defective/broken/etc.}*** because ***{details of problem}****.*

According to the warranty, I am entitled to ***{repair/replacement/etc.}***. I am requesting ***{what you are asking for from the company}****.*

I understand that if I have repairs or adjustments completed by an outside service provider, without prior approval, that I may void the terms of my warranty.

Please contact me as soon as possible to discuss the matter and/or give me further instructions.

Sincerely,

***{Sender}******{Contact number}******{Address}******{City, State, Zip}***