

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

[Manufacturer/Service Provider Name]  
[Customer Service Department]  
[Company Address]  
[City, State, ZIP Code]

Subject: Complaint â€“ Home Appliance Stopped Working Within Warranty Period

Dear Sir/Madam,

I am writing to formally bring to your attention an issue I have experienced with my [appliance name and model], purchased on [purchase date] from [retailer or store name]. The appliance is currently under warranty, as per the terms and conditions provided at the time of purchase.

Unfortunately, the appliance has ceased functioning as expected. Specifically, [briefly describe the issue or malfunction]. This issue has caused significant inconvenience, considering the relatively short duration since the purchase and the expectation of reliable performance during the warranty period.

I kindly request that you arrange for a prompt inspection and either repair or replacement of the appliance as stipulated in the warranty policy. I have attached copies of my purchase receipt and warranty card for your reference.

I would appreciate your swift response to resolve this matter in accordance with the warranty. Please contact me at [phone number] or [email address] to confirm the next steps.

Thank you for your attention to this matter. I look forward to your prompt resolution.

Sincerely,  
[Your Name]