

SAMPLE LETTER FOR WRITTEN NOTIFICATION TO MANUFACTURER

Your Name
Your Address
Your City, State, Zip Code
Your Area Code and Daytime Phone
Date

Manufacturer's Name
Address from Manufacturer's Warranty Manual
City, State, Zip Code

TO WHOM IT MAY CONCERN:

I am writing to notify you of the problems I am experiencing with my **(INSERT YEAR, MAKE, MODEL, & VIN NUMBER OF YOUR VEHICLE)** and to request that you correct this problem within thirty (30) days of your receipt of this letter.

I purchased my vehicle from **(INSERT NAME AND LOCATION OF SELLING DEALERSHIP)** on or about **(INSERT DATE OF PURCHASE)**. Approximately **(INSERT AMOUNT OF TIME AFTER PURCHASE)** I began having trouble with **(INSERT DESCRIPTION OF PROBLEM)**. I took my vehicle back to the dealer for repairs on **(INSERT DATES OF REPAIR ATTEMPTS)** but, to date, the dealer has been unable to correct the problem. Attached are copies of the repair orders which document the dealership's attempt to repair my vehicle.

This problem **(CHOOSE ONE, OR BOTH, OF THE FOLLOWING STATEMENTS)** (substantially impairs the use or value of my vehicle) or (creates a serious safety hazard.) Therefore, if you and/or your dealer are unable to correct this problem, I will expect you to **(INSERT 'REPLACE' OR 'REPURCHASE')** the vehicle pursuant to §6.07(c) of the Texas Motor Vehicle Commission Code.

Please contact me on receipt of this letter at the above address or telephone number to arrange a mutually convenient date and time for you to have an opportunity to inspect my vehicle and make any necessary repairs.

Sincerely,

(INSERT YOUR NAME)

Enclosures
CERTIFIED MAIL
RETURN RECEIPT REQUESTED **(INSERT CERTIFIED RECEIPT NUMBER)**