

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request for Instructions

Dear :

I purchased a computer from your company on Date, however, when I opened the box I noticed that the instructions were missing. I am requesting that you send me a copy of instructions as soon as possible so that I may assemble the product I purchased from your company.

Sincerely,

N A M E