

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 Warranty Repair

Dear :

On {Date}, my DVD player would not eject the DVD I had recently viewed. Luckily, this occurred after I had viewed the DVD. Unfortunately, the DVD I was viewing was rented from the local SquareSmasher Movie Rental and is due back in five days. This malfunction is covered under the Manufacture's Warranty. I am returning my DVD player so that the disc can be removed and my DVD player repaired. Please return the disc with the DVD player.

Thank you for your assistance in this matter. If you have any questions or comments, please contact me.

Sincerely,

N A M E