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RE: Warranty Repair Request

Dear _____,

I purchased the following item covered under warranty on _____: _____. As of _____, the item is broken and/or damaged in the following manner:

As this item is still covered under the original manufacturer's warranty, I request that you repair or replace the item at your earliest convenience.

Please make arrangements to ship the repaired or replaced item to the following address:

Thank you for your prompt attention to this matter.

Best,
