

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

[Date]

[Service Manager Name or General Manager Name]
[Dealership Name]
[Dealership Address]
[City, State, Zip Code]

Subject: Formal Request for Vehicle Replacement - [Year, Make, Model]

Dear [Manager Name],

I am writing to formally request a replacement for the [Year, Make, Model] I purchased from your dealership on [Date of Purchase]. The Vehicle Identification Number (VIN) is [VIN Number].

Since taking delivery of the vehicle, I have experienced persistent issues regarding [briefly list main issues, e.g., transmission failure, electrical defects]. Despite [Number] repair attempts by your service department on the following dates: [List Repair Dates], the vehicle remains unreliable and does not meet the standards of quality and safety expected.

Under the terms of the manufacturer's warranty and applicable state lemon laws, I am requesting that [Dealership Name] provide a replacement vehicle of identical or superior value. I am no longer confident in the safety or long-term reliability of the current unit.

Please provide a written response regarding your intent to resolve this matter by [Date, e.g., 10 business days from now]. I have attached copies of all relevant service orders and my purchase agreement for your review.

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]

[Your Printed Name]