

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

[Date]

[Recipient Name]
[Title]
[Company Name]
[Address]
[City, State, Zip Code]

Subject: Follow-Up: Request for Adjustment Under Warranty - [Product/Service Name]

Dear [Recipient Name],

I am writing to follow up on my previous correspondence dated [Date of original letter] regarding a warranty adjustment for my [Product/Service Name], Serial/Model Number: [Number].

As mentioned in my initial letter, the warranty for this item is set to expire on [Warranty Expiration Date]. I reported the following issue(s) prior to the expiration: [Briefly restate the issue].

To date, I have not received a response or a confirmation regarding the status of my request. Since the issue was documented and reported while the warranty was still active, I would like to confirm that the necessary repairs or adjustments will be covered under the original terms.

Attached is a copy of my original request and the proof of purchase for your reference. Please let me know the next steps for resolving this matter at your earliest convenience.

I look forward to hearing from you by [Date]. Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]

[Your Printed Name]