

Date

Auto repair shop or dealership  
Attention: Owner or dealership service manager  
Address  
City, State, Zip Code

Re: Auto repair problem

Dear **Repair shop owner or dealership service manager**:

I brought my **vehicle make and model** in for service at your establishment on **date service took place**. However, the problem is still occurring.

In this paragraph, describe the trouble that prompted you to bring the care in for service and why it is still a problem. Be as specific as possible, about both the original service problem and the difficulties you continue to encounter with the auto.

If you have been a regular customer and this is the first time you've had a problem with a repair, point that out. Similarly, if you've had several unsatisfactory encounters with this shop, note that, too.

I will call you **enter a day and time** to discuss my repair problems and to reschedule service to correct them. I also expect that necessary work to clear up my mechanical problems will be done at no further cost to me.

I look forward to working with you to resolve this repair matter.

Sincerely,

Your signature

Your printed name

Your mailing address

Your phone number

Your fax number