

# Warranty Claim Letter

**Your Name**

Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

**Customer Service Department**

Company Name  
Company Address  
City, State, Zip Code

Dear Customer Service,

I am writing to formally file a warranty claim for a damaged item that I purchased from your store on [Purchase Date]. The item, [Item Description], is covered under your warranty policy. Unfortunately, it has sustained damage that affects its functionality.

Details of the claim are as follows:

- **Purchase Date:** [Purchase Date]
- **Order Number:** [Order Number]
- **Damage Description:** [Description of Damage]
- **Attached Documentation:** [List of Attached Documents, e.g., receipts, photos]

I kindly request that you assist me with the warranty process and provide guidance on how to proceed with obtaining a replacement or repair for the item. I would appreciate a prompt response to my claim.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]