

Warranty Claim Documentation Request

Date: [Insert Date]

To:

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Claims Department],

I am writing to formally request documentation regarding my warranty claim for [Product Name/Model]. My claim was submitted on [Claim Submission Date] and involves [Brief Description of the Issue/Reason for Claim].

To assist in this process, I would appreciate it if you could provide the following documentation:

- Copies of any related correspondence
- Details of warranty coverage and policies
- Investigation results regarding my claim

My claim reference number is [Claim Reference Number]. Please let me know if you require any additional information to process this request.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]