

Warranty Claim Resolution

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, Zip: [Your City, State, Zip]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To:

Company Name: [Company Name]

Company Address: [Company Address]

Company City, State, Zip: [Company City, State, Zip]

Subject: Warranty Claim Resolution

Dear [Customer Service Manager's Name],

I am writing to formally resolve my warranty claim for [Product Name and Model], which I purchased on [Purchase Date]. My warranty claim was submitted on [Claim Submission Date], and I have yet to receive a resolution.

Details of the claim are as follows:

- Purchase Receipt Number: [Receipt Number]
- Issue Description: [Brief Description of the Issue]
- Requested Resolution: [Replacement/Repair/Refund]

I kindly request that you expedite the resolution of my claim. I hope to hear from you within [specific time frame] regarding the next steps to take.

Thank you for your attention to this matter.

Sincerely,

[Your Name]