

Warranty Claim Documentation Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Warranty Claim Submission for [Product Name/Model]

Dear [Company's Customer Service Team],

I am writing to formally submit a warranty claim for the [Product Name/Model] that I purchased on [Purchase Date]. Unfortunately, the product has [describe the issue with the product].

Enclosed with this letter are the following documents for your review:

- Copy of the original purchase receipt
- Photographs of the product showing the issue
- Completed warranty claim form (if applicable)

According to your warranty policy, I believe I am eligible for a repair/replacement/refund, and I would appreciate your prompt assistance in resolving this matter.

Thank you for your attention to this issue. I look forward to your swift response.

Sincerely,

[Your Name]