

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Warranty Provider's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Warranty Provider's Name],

I am writing to inquire about a warranty claim for servicing issues related to [describe the product, e.g., model name and serial number]. The problem I am experiencing includes [briefly describe the issue], which has not been resolved despite [mention any prior attempts at service or troubleshooting].

According to the warranty policy, I believe I am entitled to a repair or replacement. I kindly ask for guidance on how to proceed with this claim and any necessary documentation or steps I need to follow.

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

Sincerely,  
[Your Name]