

Warranty Claim Request

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

To:

[Company Name]

[Company Address]

Dear [Warranty Department/Specific Name],

I am writing to formally request a warranty claim for a malfunctioning product that I purchased on [Purchase Date]. The details of the product are as follows:

- **Product Name:** [Product Name]
- **Model Number:** [Model Number]
- **Serial Number:** [Serial Number]

The product has experienced the following issue(s): [Describe the malfunction in detail]. This issue has rendered the product unusable and is covered under the warranty terms as described in the warranty policy.

Attached are copies of my purchase receipt and any other relevant documentation to support my claim.

Please advise on the next steps I should take in processing this claim. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,
[Your Name]