

# Warranty Claim Submission

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Subject: Warranty Claim for Defective Item

Dear [Customer Service Department/Specific Name],

I am writing to formally submit a warranty claim for a defective item that I purchased from your company. The details of the purchase are as follows:

- Item Description: [Insert Item Description]
- Model Number: [Insert Model Number]
- Purchase Date: [Insert Purchase Date]
- Order Number: [Insert Order Number]

The item has malfunctioned, and I believe it falls under the warranty coverage as outlined in your warranty policy. The specific issue with the item is as follows:

[Describe the defect or malfunction in detail]

I have attached copies of the original receipt and any other relevant documents for your reference.

Please let me know how to proceed with this warranty claim. I would appreciate a prompt response and guidance on the next steps.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]