

Customer Name: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Current Date]

Warranty Department

[Company Name]

[Company Address]

Dear Warranty Department,

I am writing to request an update on the status of my warranty claim for the [Product Name/Model], which was submitted on [Submission Date]. The reference number for this claim is [Claim Number].

As my understanding is that the repair process usually takes [Expected Time Frame], it has now been [Elapsed Time] since I submitted my claim, and I would appreciate any updates you may have regarding its progress.

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

Sincerely,

[Your Name]