

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

Customer Service
Company Name
Company Address
City, State, Zip Code

Dear Customer Service,

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

- Product Name: [Insert Product Name]
- Model Number: [Insert Model Number]
- Purchase Date: [Insert Purchase Date]
- Order Number: [Insert Order Number]

Unfortunately, I have encountered the following issue with the product: [Describe the defect or problem]. This issue has made the merchandise unusable and is covered under the warranty terms provided at the time of purchase.

I have attached a copy of my purchase receipt and any relevant documentation to support my claim. I kindly request that you process this warranty claim and provide instructions on how to return the defective merchandise. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]