

Product Warranty Claim

Date: [Insert Date]

Customer Name: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Company Name]

Address: [Company Address]

Subject: Warranty Claim for Defective Item

Dear [Customer Service/Specific Contact Name],

I am writing to formally request a warranty claim for a defective item that I purchased from your company on [Purchase Date]. The product is [Product Name/Model], and its serial number is [Serial Number].

Upon regular use, I noticed the following defect: [Describe the defect or issue]. As per the warranty terms, I believe I am entitled to a repair, replacement, or refund for this product.

I have attached copies of the purchase receipt and any relevant warranty documentation for your reference.

Please let me know how to proceed with the claim process. I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Name]