

Warranty Service Claim Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Customer Service Department
[Company Name]
[Company Address]
City, State, Zip Code

Dear Customer Service,

Subject: Warranty Service Claim for Damaged Product

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

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

Unfortunately, upon using the product, I discovered that it was damaged. [Briefly describe the nature of the damage and any attempts made to resolve it.]

Thank you for your prompt attention to this matter. I look forward to your response regarding the next steps in processing my claim.

Sincerely,
[Your Name]