

# Extended Warranty Claim Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally submit my claim for the extended warranty on my [Product Name], which I purchased on [Purchase Date]. The warranty number is [Warranty Number]. Unfortunately, the product has [describe the issue briefly].

As per the warranty agreement, I expect this issue to be addressed and resolved according to the terms stipulated. I have attached copies of the relevant documents, including the warranty agreement, purchase receipt, and any additional evidence of the defect.

I would appreciate your prompt attention to this matter and look forward to your response. Please contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]