

Extended Warranty Claim Request

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email Address: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To:

[Warranty Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Extended Warranty Claim Request for [Product Name and Model]

Dear [Warranty Company Representative],

I hope this letter finds you well. I am writing to formally request a claim for the extended warranty associated with my purchase of [Product Name and Model], which I bought on [Purchase Date] and is covered under the warranty plan number [Warranty Number].

Unfortunately, the product has experienced [briefly describe the issue], and I believe this falls under the terms of my extended warranty coverage. I have attached copies of all relevant documents, including the purchase receipt and warranty agreement, for your review.

I kindly request that you process this claim at your earliest convenience. If you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

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

Sincerely,

[Your Name]