

Warranty Claim Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name/Customer Service],

I am writing to formally submit a warranty claim for [Product Name], which I purchased on [Purchase Date] from [Store/Website]. The warranty covers [briefly state what the warranty covers], and I am experiencing the following issue: [Describe the issue you are facing].

Attached are copies of my receipt and any relevant documentation to support my claim. I would appreciate your guidance on the next steps to process my warranty claim.

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

Sincerely,

[Your Name]