

# Product Warranty Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Customer Service],

I am writing to formally request a warranty service for a defective item that I purchased from [Retailer/website] on [Purchase Date]. The item details are as follows:

- Product Name: [Insert Product Name]
- Model Number: [Insert Model Number]
- Order Number: [Insert Order Number]

The item has not functioned as expected since [Insert Date of Issue], and despite my efforts to troubleshoot the problem, it remains defective. I believe that the issue falls under the warranty policy provided at the time of purchase.

I would appreciate your guidance on the next steps to proceed with the warranty claim. Please let me know if you require any further information or documentation.

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

Sincerely,

[Your Name]