

# Warranty Claim Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Warranty Claim for Damaged Goods

Dear [Customer Service Manager's Name],

I am writing to formally submit a warranty claim for a damaged item that I purchased from your company on [Purchase Date]. The details of the purchase are as follows:

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

Upon receipt of the item, I discovered that it was damaged. The extent of the damage includes [Describe Damage], which renders it unusable. I have attached photographs of the product to provide visual evidence of the damage.

As the product is still under warranty, I kindly request a replacement or repair as outlined in your warranty policy. Please advise me on the next steps to resolve this issue.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]