

Warranty Claim Letter for Furniture Damage

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally submit a warranty claim for damaged furniture that I purchased from [store name] on [purchase date]. The item in question is [describe the furniture, e.g., "a wooden dining table"] with the order number [order number].

Unfortunately, I have encountered the following issue: [describe the damage, e.g., "the tabletop has a significant scratch, and one leg is unstable."]. This damage was noticed on [date of damage notice], and I have taken care to maintain the item as per the manufacturer's guidelines.

According to the warranty terms, this type of damage is covered. I have attached copies of my receipt, warranty information, and photographs of the damage for your reference.

I kindly request that you process this warranty claim at your earliest convenience. Please let me know if you need any additional information to facilitate the process.

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

Sincerely,

[Your Name]