

# Warranty Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request warranty service for [specific automotive part] that I purchased on [purchase date] under the invoice number [invoice number]. Unfortunately, the part has [describe the issue briefly, e.g., failed, malfunctioned, etc.].

The details of the part are as follows:

- Part Number: [Insert Part Number]
- Purchase Date: [Insert Purchase Date]
- Warranty Period: [Insert Warranty Period]

As the warranty is still valid, I kindly ask for instructions on how to proceed with the warranty claim process. I have attached a copy of the original receipt and any relevant documentation for your review.

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

Sincerely,

[Your Name]