

Warranty Claim Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Company's Customer Service Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request a warranty claim for my [Product Name/Model], which I purchased on [Purchase Date] from [Store/Website]. Unfortunately, the product has experienced [describe the issue briefly], which is covered under the warranty.

Attached you will find a copy of the receipt as proof of purchase. I kindly ask you to guide me through the warranty claim process and provide any necessary instructions moving forward.

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

Sincerely,

[Your Name]