

Warranty Claim Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

City, State, Zip: [City, State, Zip Code]

Dear [Customer Service/ Warranty Department],

I am writing to formally request a warranty claim for my outdoor equipment, [Equipment Name], serial number [Serial Number], which I purchased on [Purchase Date] from [Retailer Name].

Unfortunately, the equipment has experienced [describe the issue], which I believe falls under the warranty coverage as stated in your warranty policy.

Attached to this letter are the copies of my purchase receipt and any additional documentation related to the issue. I would appreciate your guidance on the next steps in processing this warranty claim.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]