

Warranty Claim Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a warranty claim for the software product [Product Name], which I purchased on [Purchase Date] under the order number [Order Number]. Unfortunately, I have encountered [describe the issue briefly], which has rendered the product unusable.

According to your warranty policy, I believe I am eligible for a replacement/refund. Please find attached a copy of my purchase receipt and any additional documentation regarding the issue.

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]