

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the warranty coverage for a defective electronic device that I purchased from your company on [purchase date]. The product, [product name and model number], has encountered issues including [describe the problems briefly].

Please provide me with information regarding the warranty policy, any necessary steps for a claim, and how I can proceed with returning or repairing the defective item.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]