

# Appliance Warranty Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear Warranty Department,

I am writing to formally submit a warranty claim for my appliance, [Appliance Type and Model], which was purchased on [Purchase Date] at [Retailer Name].

Unfortunately, the appliance has [describe the issue briefly], which is covered under the warranty terms.

Please find attached a copy of the purchase receipt and warranty information. I would appreciate your guidance on how to proceed with this claim and any steps I need to follow for a resolution.

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

Sincerely,

[Your Name]