

Warranty Repair Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Subject: Request for Warranty Repair

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally request a warranty repair for a defective product that I purchased from your company on [Purchase Date]. The product details are as follows:

- Product Name: [Insert Product Name]
- Model Number: [Insert Model Number]
- Serial Number: [Insert Serial Number]

Unfortunately, the product has been experiencing the following issues: [Describe the defect or problem in detail]. I have taken good care of the product, and the issue arose within the warranty period.

Enclosed are copies of the purchase receipt and any relevant documentation to support this warranty repair request. I kindly ask that you process this request at your earliest convenience. Please let me know the next steps and how to proceed with sending the product for repair.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]