

# Vendor Dispute Resolution for Warranty Claims

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

Subject: Dispute Resolution for Warranty Claim - [Product Name/Model]

I am writing to formally address the ongoing issue regarding the warranty claim for the [product name/model], purchased on [purchase date]. Despite our previous communications, we have yet to reach a satisfactory resolution.

The details of the warranty claim are as follows:

- **Claim Number:** [Insert Claim Number]
- **Date of Purchase:** [Insert Purchase Date]
- **Problem Description:** [Insert Description]

We believe that the warranty terms entitle us to [state your expectation for resolution, e.g., replacement, repair, refund]. As per our understanding, the product has not met the quality standards promised in the warranty.

To expedite the resolution process, we kindly request your immediate attention to this matter. Please respond by [insert response deadline] with your proposed solution.

Thank you for your prompt attention to this matter. We hope to resolve this dispute amicably and look forward to your quick response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]