

Product Warranty Repair Request

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email Address: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

Warranty Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Warranty Department,

I am writing to request a warranty repair for my [Product Name], model number [Model Number], which I purchased on [Purchase Date]. Unfortunately, I have encountered the following issue: [Describe the issue].

According to your warranty policy, this issue is covered under warranty. I have attached a copy of my proof of purchase for your reference.

Please let me know the next steps in the warranty repair process. Thank you for your assistance.

Sincerely,

[Your Name]