

Supplier Warranty Follow-Up for Pending Claims

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, ZIP Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to follow up on the pending warranty claims submitted on [insert submission date]. As per our records, we have yet to receive an update regarding the status of these claims.

To maintain our business operations and ensure customer satisfaction, we kindly request your prompt attention to these matters. Specifically, we would like to inquire about:

- Claim Reference Number: [Insert Claim Number]
- Status Update
- Estimated Resolution Time

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email]