

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

Subject: Warranty Issue Communication

I hope this message finds you well. I am writing to formally communicate an issue we have encountered regarding the warranty for [Product Name/Description] purchased on [Purchase Date] under Invoice Number [Invoice Number].

We have observed [describe the issue clearly and concisely, e.g., "a malfunction in the unit that has rendered it inoperable"]. According to the warranty terms outlined in our purchase agreement, we believe this situation qualifies for warranty service.

We kindly request your assistance in resolving this matter. Please advise us on the next steps regarding the warranty claim process, including any required documentation or forms we need to complete.

Thank you for your attention to this matter. We value our partnership and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]