

Supplier Warranty Request for Equipment Malfunction

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Supplier's Name]
[Supplier's Company Name]
[Supplier's Company Address]
[City, State, Zip Code]

Dear [Supplier's Name],

I am writing to request a warranty service for equipment that has malfunctioned. The details of the equipment are as follows:

- **Equipment Model:** [Model Number]
- **Serial Number:** [Serial Number]
- **Date of Purchase:** [Purchase Date]

The equipment has experienced the following issues:

- [Describe the malfunction or issue]

Please advise on how to proceed with the warranty claim process. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]