Warranty Claim Inquiry for Damaged Items

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name Customer Service],

I am writing to inquire about a warranty claim for a damaged item I purchased from your store. The details of the item are as follows:

- Product Name: [Insert Product Name]
- Model Number: [Insert Model Number]
- Purchase Date: [Insert Purchase Date]
- Order Number: [Insert Order Number]

Unfortunately, the item has sustained damage due to [briefly explain the cause of damage]. I have attached photographs of the damage and a copy of my receipt for your reference.

According to the warranty policy provided at the time of purchase, I believe I am eligible for a replacement or repair. Please let me know the steps I need to take to process this claim.

Thank you for your assistance.

Sincerely,

[Your Name]