

Warranty Claim Submission for Defective Goods

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

[Recipient's Name]

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

Dear [Recipient's Name],

I am writing to formally submit a warranty claim for a defective product I purchased from your company on [Purchase Date]. The product details are as follows:

Product Name: [Product Name]
Model Number: [Model Number]
Purchase Order Number: [Order Number]

Unfortunately, the product has exhibited [describe the defect or issue briefly], and I believe it is covered under the warranty terms outlined during the purchase. I have attached a copy of the receipt and any relevant documentation as proof of purchase.

I kindly request a replacement, repair, or refund as per the warranty policy. I look forward to your prompt response to this matter.

Thank you for your attention to this issue.

Sincerely,
[Your Name]