

Warranty Service Claim Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager/Specific Contact Name],

I am writing to formally request warranty service for my [Product Name], model number [Model Number], which I purchased on [Purchase Date] from [Store/Website]. The order number is [Order Number].

Unfortunately, I have encountered the following issues with the product: [Describe the product issues in detail]. According to your warranty policy, I believe I am eligible for service under the warranty provided with the product.

Please find attached a copy of my purchase receipt and any relevant documentation related to this claim.

I would greatly appreciate your assistance in facilitating the warranty service process and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]