

# Warranty Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request a warranty service for an automotive part that I purchased on [Purchase Date] from [Retailer/Company Name]. The part in question is [Part Name/Description], and it is covered under warranty as per the terms mentioned in your warranty policy.

Unfortunately, I have encountered the following issue with the part: [Describe the issue in detail]. I have included a copy of my purchase receipt and any relevant documentation that may assist in the warranty claim process.

According to the warranty policy, I believe I am entitled to a replacement or repair of the part. I kindly request your assistance in initiating the warranty process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]