

Equipment Damage Claim for Warranty Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Warranty Service Provider's Name]

[Company Address]

[City, State, Zip Code]

Dear [Warranty Service Provider's Contact Name],

I am writing to formally submit a claim for equipment damage under the warranty services for [Equipment Name/Model], with serial number [Serial Number].

The equipment was purchased on [Purchase Date] and has been experiencing the following issues: [Describe the damage or malfunction in detail].

Attached are copies of the purchase receipt and any additional documentation related to the damage, including photographs if applicable.

As per the warranty terms, I request a repair/replacement of the damaged equipment. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]