

Complaint Resolution for Warranty Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager/Specific Name],

I am writing to formally express my complaint regarding the warranty claim for [Product Name/Model]. I purchased this product on [Purchase Date], and it has been under warranty since [Warranty Start Date].

Unfortunately, I encountered the following issue: [Describe the issue briefly]. I initially contacted your customer service on [Date of First Contact] and was advised to submit a warranty claim. I submitted all necessary documentation including [List documents] on [Date of Submission]. However, I am disappointed with the delay in processing and the lack of communication regarding the status of my claim.

As per the warranty terms, I believe I am entitled to a replacement/refund. I would appreciate it if you could expedite this process and provide me with an update at your earliest convenience.

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

Sincerely,

[Your Name]