

Warranty Claim Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name/ Customer Service],

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

Product Name: [Insert Product Name]

Model Number: [Insert Model Number]

Serial Number: [Insert Serial Number]

Unfortunately, I have encountered the following issues with the product: [Describe the defect or issue]. As per the warranty terms, I believe I am entitled to a replacement or repair.

I have attached a copy of the purchase receipt and any relevant documentation for your reference. I would appreciate guidance on the next steps regarding this claim.

Thank you for your assistance in resolving this matter. I look forward to your prompt response.

Sincerely,

[Your Name]