

Refund Request for Warranty Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request a refund for a product that I purchased on [Purchase Date] under warranty. The product, [Product Name/Model], has not functioned as expected and is covered under the warranty policy.

Despite following all usage instructions, the item has [describe the issue briefly]. I have included a copy of my proof of purchase and any relevant warranty documents with this letter.

I kindly ask for your attention to this matter and would appreciate any assistance you can provide in processing my refund. Please let me know if you require any additional information from my side.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]