

Product Damage Notification 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/Claims Department],

I am writing to formally notify you of damage that occurred to my product, [Product Name and Model], which I purchased on [Purchase Date] and is under warranty.

The damage was discovered on [Date of Discovery] and is as follows: [Describe the nature of the damage]. I have attached copies of the receipt and any relevant documentation for your review.

Per the warranty policy, I kindly request assistance with processing my claim and repairing or replacing the damaged product.

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

Sincerely,

[Your Name]