

# Warranty Claim Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally request a warranty claim for a damaged product that I purchased from your company. The details of the product are as follows:

- Product Name: [Insert Product Name]
- Model Number: [Insert Model Number]
- Order Number: [Insert Order Number]
- Purchase Date: [Insert Purchase Date]

Upon receiving the product, I noticed that it was damaged due to [describe the issue briefly]. I have attached photographs of the damage and a copy of my receipt for your reference.

As per the warranty policy, I request a replacement or a full refund for the damaged merchandise. I look forward to your prompt response to this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]