

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Company Name
Company Address
City, State, ZIP Code

Dear [Company Name],

I am writing to formally submit a warranty claim regarding a delayed service related to my [product/service name], which I purchased on [purchase date] with warranty coverage. The warranty number is [warranty number].

The service, which was scheduled for [original service date], was not completed as agreed, causing [explain the impact of the delay]. I understand that under the warranty terms, I am entitled to receive timely service.

I would appreciate it if you could provide an immediate response regarding the status of this claim and the next steps for resolving this issue. Thank you for your attention to this matter.

Sincerely,
Your Name