

Warranty Claim for Missing Parts

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally submit a warranty claim regarding the purchase of [Product Name], with model number [Model Number], which I bought from [Purchase Location] on [Purchase Date]. Unfortunately, upon receiving the product, I discovered that several parts were missing. Specifically, the missing items are:

- [Missing Part 1]
- [Missing Part 2]
- [Missing Part 3]

As per the warranty policy outlined at the time of purchase, I request that these missing parts be provided to me at no additional cost. I have included a copy of my receipt and any supporting documentation for your reference.

Please let me know how to proceed with this claim or if you require any further information. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]