

Request for Warranty Replacement

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 warranty replacement for my [Product Name and Model], which I purchased on [Purchase Date] from [Store or Website Name]. The unit has been experiencing [describe the issue with the unit], and despite following the recommended troubleshooting steps, the problem persists.

Attached to this letter are copies of my purchase receipt and any relevant documentation that supports my request. According to your warranty policy, I understand that I am eligible for a replacement due to the faulty nature of the unit. I would appreciate your prompt assistance in this matter.

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

Sincerely,

[Your Name]