

# Product Warranty Claim

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To:

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Warranty Claim for Damaged Item

Dear Customer Service,

I am writing to formally submit a warranty claim for a damaged item that I purchased from your company on [Purchase Date]. The details of the product are as follows:

- Product Name: [Product Name]
- Model Number: [Model Number]
- Serial Number: [Serial Number]
- Purchase Receipt Number: [Receipt Number]

Unfortunately, the item was received in a damaged condition due to [Brief Description of Damage]. I have attached photographs and a copy of the purchase receipt for your reference.

According to your warranty policy, I believe I am entitled to a replacement or repair for this item. Please let me know the next steps to process my claim.

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

Sincerely,

[Your Name]