

Warranty Claim for Defective Equipment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Contact Name],

I am writing to formally submit a warranty claim for a defective piece of equipment that I purchased from your company on [Purchase Date]. The equipment in question is [Equipment Name/Model Number] and the order number is [Order Number].

Since [Date of First Use], I have experienced [describe the defect or issue]. Despite following all the provided guidelines and troubleshooting steps, the issue persists. I have attached all relevant documents, including a copy of the receipt and photographs of the defect.

As per the warranty terms, I kindly request a replacement or repair for the defective equipment. Please provide me with instructions on how to proceed with this claim.

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

Sincerely,

[Your Name]