

Warranty Claim for Equipment Repair

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Company Name]

[Insert Company Address]

[Insert City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit a warranty claim for the [Insert Equipment Name/Model], which was purchased on [Insert Purchase Date] under warranty # [Insert Warranty Number]. Unfortunately, the equipment has encountered the following issues:

- [Describe the first repair need]
- [Describe the second repair need]
- [Describe any additional repair needs]

These issues have significantly affected the performance of the equipment, and I believe they are covered under the warranty terms outlined in your policy.

Attached, you will find a copy of the purchase receipt along with any relevant documentation regarding the warranty. I kindly request that you initiate the repair process at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response regarding the next steps.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]