

Warranty Claim Submission for Faulty Machinery

Date: [Insert Date]

To,

Customer Service Department,
[Company Name],
[Company Address],
[City, State, Zip Code]

Subject: Warranty Claim Submission for Faulty Machinery

Dear [Customer Service Manager/Name],

I am writing to formally submit a warranty claim for faulty machinery purchased from [Company Name] on [Purchase Date]. The details of the product are as follows:

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

Unfortunately, the machinery has been exhibiting the following issues:

- [Describe the first issue]
- [Describe the second issue]
- [Describe any additional issues]

As per the warranty policy outlined at the time of purchase, I am requesting a repair, replacement, or a full refund of the purchase price. I have attached copies of the purchase receipt and any relevant documentation for your reference.

Please inform me about the next steps to proceed with this warranty claim.

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

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]

[Your Email Address]
[Your Phone Number]