

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the warranty conditions for the [Product Name] I purchased on [Purchase Date].

While I appreciate the general warranty information provided at the time of purchase, I have encountered some specifics that need further explanation. Particularly, I would like to understand the following:

1. Details regarding the duration of the warranty.
2. What conditions may void the warranty?
3. Any steps I need to take to ensure the warranty remains valid.

Thank you for your attention to this matter. I look forward to your prompt response so I can better understand my warranty conditions.

Sincerely,

[Your Name]