

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service Department
Retail Store Name
Store Address
City, State, Zip Code

Dear Customer Service Team,

I am writing to formally request a warranty claim for a product I purchased from your store on [Purchase Date]. The details of the product are as follows:

Product Name: [Product Name]
Model Number: [Model Number]
Order Number: [Order Number]

Since the purchase, I have experienced the following issues: [Describe the issues with the product]. I have attached copies of my receipt and any relevant documentation to support my claim.

As per the warranty policy, I would like to request a replacement/refund for the product. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,
[Your Name]