

# Warranty Claim Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

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

Dear [Customer Service/Specific Contact Name],

I am writing to formally submit a warranty claim for [Product Name/Model], which I purchased on [Purchase Date] from [Purchase Location]. Unfortunately, the product has experienced a malfunction as detailed below:

**Description of the Issue:**

[Provide a detailed description of the malfunction and any attempts made to resolve the issue.]

As per the warranty terms provided at the time of purchase, I believe I am entitled to a repair, replacement, or refund for this defective product. Attached are copies of the purchase receipt and any relevant documentation supporting my claim.

I would appreciate your prompt attention to this matter and look forward to your response regarding how to proceed with the warranty claim. Thank you for your assistance.

Sincerely,  
[Your Name]