

Warranty Claim Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit a warranty claim for a defective product purchased on [Purchase Date]. The product is [Product Name/Model], and the order number is [Order Number].

Unfortunately, the product has shown the following defect: [Describe the defect]. As per the warranty policy outlined at the time of purchase, I believe I am eligible for a replacement or repair of the item.

Enclosed with this letter are copies of the purchase receipt and any relevant documentation regarding the issue. I kindly request that you process my warranty claim promptly.

Please let me know if you require any additional information or documentation. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]