

Warranty Claim Letter

[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number] [Date]
[Warranty Company Name] [Company Address] [City, State, Zip Code] Dear [Warranty
Company Name/Representative's Name], Subject: Warranty Claim for [Product Name/Model
Number] I am writing to formally submit a warranty claim for my [Product Name/Model
Number], which is covered under your extended warranty program. I purchased this product on
[Purchase Date] and it is within the warranty period. Unfortunately, the product has exhibited
[describe the issue: malfunction, defect, etc.], which I believe qualifies for a warranty claim. I
have attached copies of the proof of purchase and relevant warranty documentation for your
reference. I would appreciate your guidance on the next steps in processing this claim and any
additional information you may require. Please feel free to contact me at [Your Phone Number]
or [Your Email Address]. Thank you for your prompt attention to this matter. I look forward to
your response. Sincerely, [Your Name]