

Warranty Claim Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally submit a warranty claim for my outdoor equipment, [Product Name/Model Number], purchased on [Purchase Date] from [Store Name/Website]. Unfortunately, the product has [describe issue] and is not functioning as expected.

According to the warranty policy, I believe this issue is covered. Enclosed with this letter are copies of my purchase receipt and warranty information, as well as photographs of the defect.

I kindly request your guidance on the next steps for processing my warranty claim. I would appreciate a prompt response to resolve this matter as soon as possible.

Thank you for your attention to this issue.

Sincerely,

[Your Name]