

# Warranty Claim for Repair Service

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

Recipient Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally submit a warranty claim for the [Product/Service Name] I purchased on [Purchase Date], which is covered under warranty. Unfortunately, the item has recently encountered the following issues: [Describe the issue].

According to the warranty policy provided at the time of purchase, I believe I am entitled to a repair service at no additional cost. Attached you will find a copy of my purchase receipt and any relevant documentation regarding the warranty.

Please let me know the next steps to initiate the repair process. I look forward to your prompt response to this matter.

Thank you for your attention to this issue.

Sincerely,  
[Your Name]