

# Warranty Claim Letter

Date: [Insert Date]

To:

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally submit a warranty claim for [Product Name], which I purchased on [Purchase Date] from [Store Name]. The warranty number for this product is [Warranty Number].

Unfortunately, [describe the issue with the product, e.g., "the product has stopped functioning properly"]. I have taken good care of the product and followed all handling instructions provided.

As the product is still under warranty, I would like to request a repair, replacement, or refund as per the warranty policy. I have enclosed copies of my receipt and any relevant documentation to support my claim.

Please let me know if you need any additional information to process my claim. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]