

# Product Warranty Issue 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 address a warranty issue concerning my recent purchase of [Product Name], with the model number [Model Number], which I bought on [Purchase Date]. Unfortunately, the product has [describe the issue briefly].

As per the warranty policy provided at the time of purchase, I believe I am entitled to [state your request, e.g., a replacement, repair, or refund]. I have attached a copy of my receipt and any relevant documentation for your reference.

I would appreciate your prompt attention to this matter and look forward to your response within [time frame]. Thank you for your assistance.

Sincerely,

[Your Name]