

Warranty Service Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to inquire about the warranty service for my [Product Name], which I purchased on [Purchase Date]. My order number is [Order Number].

Unfortunately, the product has encountered the following issues: [Describe the issues]. Please let me know how I can proceed with the warranty claim process and if you require any further information.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]