

# Warranty Complaint Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Warranty Claim for Defective Product**

Dear [Recipient's Name],

I am writing to formally submit a complaint regarding a defective product I purchased from your company on [purchase date]. The product, [product name and model/serial number], has been experiencing [describe the defect or issue] since [when the issue started].

According to the warranty policy outlined at the time of purchase, I am entitled to [state your entitlement, e.g., repair, replacement, refund]. Enclosed with this letter are copies of the receipt and any other documentation supporting my claim.

I would appreciate your prompt attention to this matter and look forward to your response within [specify a time frame, e.g., 14 days]. Thank you for addressing my concerns regarding this defective product.

Sincerely,

[Your Name]