Product Warranty Claim Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear Customer Service Team,

I am writing to formally request a warranty claim for my [Product Name] purchased on [Purchase Date] from [Retailer/Website Name]. The product has been experiencing [describe the issue or defect] and is covered under the warranty as per the terms provided by your company.

Attached are copies of my receipt and any relevant documentation regarding my purchase and the defect.

Given the circumstances, I kindly ask you to process my warranty claim and provide guidance on the next steps. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]