

Warranty Replacement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name Customer Service],

I am writing to request a warranty replacement for my [Product Name], which I purchased on [Purchase Date] from [Retailer Name]. The product is covered under warranty due to [brief description of the issue, e.g., malfunction, defect].

Attached are the necessary documents, including a copy of the receipt and photos evidencing the issue. According to your warranty policy, I trust that I am eligible for a replacement.

Please let me know the next steps required to initiate the warranty replacement process. I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]