

# Warranty Claim Adjustment Request

**Your Name:** [Your Name]

**Your Address:** [Your Address]

**City, State, Zip:** [City, State, Zip]

**Email:** [Your Email]

**Phone:** [Your Phone Number]

**Date:** [Date]

**To:** [Company Name]

**Company Address:** [Company Address]

**City, State, Zip:** [City, State, Zip]

## **Subject: Request for Warranty Claim Adjustment for Partial Refund**

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a warranty claim adjustment regarding [Product Name/Model], which I purchased on [Purchase Date] under the invoice number [Invoice Number].

Unfortunately, the product has not performed as expected due to [describe the issue briefly], and I believe a partial refund is warranted as per the warranty terms outlined in your policy.

Attached, you will find a copy of the warranty details, purchase invoice, and photographs illustrating the issue with the product.

I kindly ask that you review my claim and process a partial refund of [requested refund amount] at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email] if you need any further information.

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

Sincerely,

[Your Name]