

# Warranty Claim Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about a warranty claim for my household appliance, [Product Model/Type], which I purchased on [Purchase Date] from [Retailer Name]. The appliance has been experiencing [describe the issue briefly] and I believe it may be covered under the warranty policy.

Attached to this letter are copies of the receipt and any previous correspondence related to this issue.

I would appreciate your guidance on the next steps I should take to proceed with the claim process. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]