

# Warranty Claim Request

**Date:** [Insert Date]

**Your Name:** [Insert Your Name]

**Your Address:** [Insert Your Address]

**Your Email:** [Insert Your Email]

**Your Phone Number:** [Insert Your Phone Number]

**Company Name:** [Insert Company Name]

**Company Address:** [Insert Company Address]

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

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to formally submit a warranty claim for a defective product that I purchased from your company on [Insert Purchase Date]. The product in question is [Insert Product Name and Model/Serial Number].

Unfortunately, I have encountered the following issues with the product:

- [Describe the defect or issue 1]
- [Describe the defect or issue 2]

According to your warranty policy, I believe I am entitled to a repair, replacement, or refund for this product. I have attached a copy of my purchase receipt and any relevant documentation for your review.

I would appreciate your prompt attention to this matter and look forward to your response regarding the next steps in the warranty claim process.

Thank you for your assistance.

Sincerely,

[Your Name]