

Service Warranty Claim Submission

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Subject: Warranty Claim for Product [Product Name]

Dear [Customer Service Manager],

I am writing to formally submit a warranty claim for my [Product Name], purchased on [Purchase Date], under warranty number [Warranty Number]. The product has been experiencing [describe the issue: e.g., failure to operate, defects, etc.].

According to the warranty policy, I believe I am eligible for a repair/replacement. I have attached copies of my purchase receipt and any relevant documentation showing the product's issues.

Please let me know how to proceed with this claim. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]