

Warranty Notification

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you regarding the warranty process for your product, [Product Name/Model], purchased on [Purchase Date].

Your warranty covers [List Warranty Details: e.g., parts, labor, duration]. To proceed with the warranty claim, please follow the steps outlined below:

1. Contact our customer service at [Customer Service Phone Number] or [Email Address] to initiate your claim.
2. Provide your proof of purchase and a description of the issue.
3. Follow the instructions provided by our representative.

We appreciate your patience and are here to assist you throughout this process.

Thank you for choosing [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]