

# Warranty Request Acknowledgment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Customer's Name],

Thank you for submitting your warranty request for [Product Name]. We acknowledge the receipt of your request and are currently reviewing the information provided.

Your request details are as follows:

- Product Name: [Product Name]
- Model Number: [Model Number]
- Purchase Date: [Purchase Date]
- Serial Number: [Serial Number]

We will process your request within [number of days] business days and will update you on the status of your warranty claim.

If you have any further questions, please feel free to contact us at [Phone Number] or [Email Address].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]