

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service Department
Company Name
Company Address
City, State, Zip Code

Dear Customer Service,

I am writing to formally submit a warranty claim for [Product Name], which I purchased on [Purchase Date] from [Store Name or Website]. The product has been malfunctioning since [Date of Malfunction], and I believe it is covered under the warranty provided at the time of purchase.

The defect in the product is as follows: [Briefly describe the defect]. I have attempted to resolve this issue by [mention any troubleshooting steps taken], but unfortunately, the problem persists.

Attached are copies of my purchase receipt and any previous correspondence related to this issue.

I would appreciate your guidance on how to proceed with my warranty claim. Please let me know if there are any additional forms or information required from my side.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]