

Warranty Complaint Letter

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 express my dissatisfaction regarding the delayed response to my warranty claim submitted on [Date of Claim Submission]. My warranty claim concerns [brief description of the product and issue].

According to your warranty policy, I expected timely communication regarding the status of my claim. However, as of today, [Number of Days/Weeks] have passed without any update or resolution.

This delay has caused significant inconvenience, and I kindly request a prompt response to my warranty issue. Please provide me with an update on the progress of my claim at your earliest convenience.

Thank you for your attention to this matter. I look forward to your swift reply.

Sincerely,
Your Name