

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

Subject: Warranty Claim for [Product Name/Model Number]

Dear [Company Name Customer Service/Specific Person's Name],  
I am writing to formally submit a warranty claim for my [Product Name/Model Number], which I purchased on [Purchase Date] from [Purchase Location/Website]. The product (Serial Number: [Serial Number]) has developed the following defect(s): [Describe the issues with the product].

According to the warranty terms, I am entitled to a repair, replacement, or refund due to the [faulty condition/aspects of the product]. Attached are copies of my purchase receipt and any relevant documentation supporting my claim.

I kindly request that you address this issue promptly and provide a resolution by [Specify a reasonable deadline].

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

Sincerely,  
[Your Name]