

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Subject: Warranty Claim for [Product/Vehicle Name] - [VIN/Serial Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally submit a warranty claim for my [product/vehicle name], with the VIN/serial number [insert VIN/serial number], which I purchased on [purchase date] from [dealership or retailer name].

Unfortunately, I have encountered the following issue(s) with the product:

[Briefly describe the issue(s) you are experiencing].

As per the warranty agreement provided at the time of purchase, I believe this issue falls under the covered terms of the warranty. I have attached a copy of the warranty agreement along with any relevant documentation, including receipts and photographs of the problem.

I kindly request that you process this warranty claim at your earliest convenience. Please let me know if you require any further information to facilitate this process.

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

Sincerely,

[Your Name]

[Your Signature (if mailing a hard copy)]