

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

[Manufacturer's Name]  
[Company's Address]  
[City, State, Zip Code]

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

Dear [Manufacturer's Customer Service/Specific Contact Name],  
I hope this message finds you well. I am writing to formally request a warranty claim for my [product name/model number], which I purchased on [purchase date] from [retailer/store name]. Unfortunately, the product has developed [describe the issue or defect] which falls under the warranty coverage.

Attached to this letter, you will find a copy of my purchase receipt, along with any relevant documentation, including pictures of the defect. I kindly request that you guide me through the process of claiming the warranty and advise me on any necessary steps I need to take.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]