

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Warranty Claim for [Product Name/Model]

Dear [Recipient Name],

I am writing to formally submit a warranty claim for my [Product Name/Model], which I purchased on [Purchase Date]. The product has exhibited the following issues: [Briefly describe the problem]. According to the warranty policy, the issue I am experiencing is covered under the warranty. I have attached copies of the purchase receipt and any relevant documentation for your reference.

Please let me know how to proceed with this claim. You can reach me at [Your Phone Number] or [Your Email Address].

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

Sincerely,
[Your Name]