

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

[Warranty Department]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear Warranty Department,

I am writing to submit a warranty claim for my VHS player, model [Model Number], which I purchased on [Purchase Date] from [Retailer Name]. Unfortunately, my device is no longer functioning properly, and I believe it falls under the warranty provisions.

The issues I am experiencing include [describe the specific problems, e.g., "the player does not power on" or "there is a persistent error message"]. I have attempted troubleshooting by [briefly explain any steps you've taken, e.g., "checking the power source, replacing the cables, etc."], but the problem persists.

Enclosed, please find a copy of my original receipt, along with any additional required documentation. I kindly request guidance on how to proceed with the warranty service and whether a replacement or repair is possible.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]