

[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 [Customer Service Department/Specific Contact Name],

I am writing to formally submit a warranty claim for my [Product Name] (Model Number: [Model Number]), which I purchased on [Purchase Date] from [Retailer/Website]. Unfortunately, the product has encountered the following issue: [Briefly describe the issue].

According to the warranty agreement, I believe this issue falls under warranty coverage. I have attached a copy of my receipt and any other required documentation.

I kindly request that you provide instructions on how to proceed with this claim and any necessary steps I need to take to facilitate the process.

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

Sincerely,
[Your Name]