

[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/Claims Department],

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/Store Name]. My order number is [Order Number].

Unfortunately, the product has [describe the issue briefly, e.g., "stopped functioning," "developed a defect," etc.]. I have taken great care of the product, and the issue appears to be due to a manufacturing defect covered under the warranty.

I have attached copies of the original receipt and any relevant documentation for your reference.

Please let me know the next steps to process this claim. I would appreciate your prompt assistance in resolving this matter.

Thank you for your attention to this issue.

Sincerely,
[Your Name]