

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

[Recipient Name]
[Dealership/Company's Name]
[Dealership/Company's Address]
[City, State, Zip Code]

Subject: Warranty Claim for [Vehicle Model and Year]

Dear [Recipient Name],

I am writing to formally submit a warranty claim for my [Vehicle Model and Year], VIN: [Vehicle Identification Number]. The vehicle has experienced the following issues:

1. [Describe the first issue in detail]
2. [Describe the second issue, if applicable]
3. [Continue listing any additional issues]

These problems began on [Date issues first noticed] and have persisted despite [any attempts to fix or maintain the vehicle]. I have attached relevant documentation, including:

- Proof of warranty
- Maintenance records
- Photographs of the issues

I kindly ask that you process this claim at your earliest convenience and inform me of the next steps. Should you require additional information or clarification, please feel free to contact me at the number or email provided above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]