Product Warranty Claim Letter Template

[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] Dear [Company Name] Customer Service, I am writing to inform you that I have encountered a problem with the [Product Name] that I purchased from your company on [Purchase Date]. The issue I am experiencing is [describe the issue briefly]. I have attached copies of the purchase receipt and warranty card for your reference. I kindly request that you honor the terms of the warranty and arrange for repairs or a replacement as soon as possible.

Please provide me with information regarding the steps I should follow to initiate the warranty claim process. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]