

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]