

Warranty Claim Complaint Letter Sample

[Date]

[Recipient Name]
[Recipient Title/Department]
[Company Name]
[Company Address]
[City, State, ZIP Code]

From:
[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

Subject: Warranty Claim for [Product Name / Model / Serial Number]

Dear [Recipient Name],

I am writing to formally file a warranty claim regarding my recent purchase of [Product Name/Model/Serial Number], which I purchased on [Purchase Date] from [Retailer/Store Name].

Unfortunately, the product has developed the following issue(s):

- [Briefly describe the problem or defect]

As the product is still within the warranty period, I request that it be repaired, replaced, or refunded in accordance with the warranty terms. I have attached copies of my purchase receipt and the warranty card for your reference.

Please advise on the next steps and how soon I can expect to have this matter resolved.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]