**Product Defect Notice -SAMPLE**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear,

It is hereby stated that we purchase goods on \_\_\_\_\_\_\_\_\_\_\_\_\_ (date of purchase) manufactured, distributed or sold by your company.

We advise you about the product defect or warranty claim. We are mentioning the description of the defective products as below.

1. Nature of Defect
2. Injuries of Damages
3. Product Purchased From

This is the earliest possible claim notice of the said products. I request you to contact me as early as possible.

Yours Truly,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip, State, City

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_