[Your Name]

[Date]

[Recipient Name]

Subject: **Warranty Claim**

Dear [Recipient Name]:

I am [Name Here]. Two days ago, on Saturday 24th November 2017 I purchased a home theatre system from your store. It was worth $1050.

Just yesterday, I installed it to check its functionality. With regret, I must inform you that it is totally non-operational. The woofers are giving fuzzy noise. The LED’s picture is black and white with faded quality. The remote buttons are non-functional. Likewise, speaker wires are also out of order. As your company is the best electronics company, it is just an alarming and surprising situation.

It is completely an awkward situation as I have just one day left in the starting of a personal family function. Being a regular customer for years, I need you to deal with this issue promptly. Enclosed with the letter is the warranty card filled with all details and a copy of the payment receipt. I am waiting for a prompt response.

Sincerely,

[NAME HERE]

[Title]