13th August 20XX

Edward Louis  
The Manager, ABC Company  
Michigan, ABC Branch

Subject: Car Warranty Claim Letter

Dear Mr. Louis,

I am Monika Hughes and four days ago on Tuesday 5th August 20XX, I procured a car from your showroom located in Manchester St, 9878. It was worth USD 25,000/. The actual aim of writing this letter is to ask for a warranty claim.

Yesterday, to check it functionally I went to a nearby city. With remorse, I am informing you that it is nonoperational. Its wheels were giving frothy sound and the car stereos were displaying a black and white picture with dwindling quality. Moreover, its operational buttons were non-functional and out of order. As your company is renowned for having the best cars, it’s a hazardous and shocking situation.

I made a purchase from your outlet by considering it the best in the town. But its results made me speechless and alarming. It is a totally cumbersome situation now as I have to leave for a family function in this car and bought it only for this purpose.

I need you to take prompt action regarding this and solve the issue. I have been your regular customer and making my purchase from here for the last twelve years. This is a request for you to deal with this problem. Affixed with the letter is a warranty card having filled all the details and payment’s receipt. Waiting for a response from your side!

Sincerely,

Monika Hughes