

# Sample Complaint Letter for Damaged Appliance with Warranty Claim

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

[Manufacturer/Retailer Name]  
[Customer Service Department]  
[Company Address]  
[City, State, ZIP Code]

## Subject: Complaint and Warranty Claim for Damaged Appliance

Dear Sir/Madam,

I am writing to formally complain about a damaged appliance I purchased from your store and to request action under the applicable warranty.

On [purchase date], I bought a [brand and model of appliance] from your [store/website]. The product was delivered on [delivery date] and I have attached a copy of my purchase receipt for your reference.

Unfortunately, on [date issue was discovered], I noticed that the appliance was not functioning as intended. The specific problem is as follows: [describe the damage or defect in detail]. As per the warranty terms provided at the time of purchase, this issue is covered, and I am therefore submitting a claim for [repair, replacement, or refund].

I have also attached photos of the damaged appliance to support my claim. I kindly request your prompt attention to this matter and look forward to your response within [reasonable timeframe, e.g., 14 days] in accordance with your warranty policy.

Please let me know if you require any further information or documentation. I look forward to a swift resolution to this matter.

Thank you for your attention.

Sincerely,  
[Your Name]

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*Attachments:* Purchase receipt, photos of the damaged appliance.