

Claim Adjustment Letter Sample for Faulty Home Appliance

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

[Claims Department/Warranty Provider Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Claim Adjustment Request for Faulty Home Appliance (Policy/Reference Number: [XXXXXX])

Dear [Claims Adjuster/Customer Service],

I am writing to formally request an adjustment to my recent claim regarding a faulty home appliance purchased from your company, as covered under the warranty/insurance policy referenced above.

Purchase Details:

Product: [Appliance Model & Name]
Purchase Date: [Purchase Date]
Serial Number: [Serial Number]
Place of Purchase: [Store/Website Name]

Description of Fault:

On [Date Issue First Noticed], I observed the following issue with the appliance: [Briefly describe the problem or malfunction, e.g., not turning on, unusual noise, failure to operate as expected]. Despite following the troubleshooting steps suggested in the user manual, the problem persists, rendering the appliance unusable.

According to the terms of the warranty/insurance policy, I am eligible for [repair/replacement/compensation]. Therefore, I kindly request that you [repair the product, provide a replacement, or offer compensation] at your earliest convenience.

I have attached copies of the purchase receipt, warranty certificate, and photographs illustrating the appliance's issue for your review.

I appreciate your prompt attention to this matter and look forward to your response within [time period, e.g., 14 days]. Should you need additional information, please feel free to contact me at [phone number/email].

Thank you for your assistance.

Sincerely,
[Your Name]