

# Complaint Letter for Damaged Product with Warranty Claim

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

[Seller/Manufacturer Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Complaint Letter for Damaged Product and Warranty Claim

Dear [Recipient Name or Customer Service],

I am writing to formally notify you about an issue with a product I purchased from your [store/website] on [purchase date]. The product, **[Product Name, Model, and Serial Number]**, was delivered to me on [delivery date]. Unfortunately, upon opening the package, I discovered that it was damaged/defective. The issues encountered are as follows:

- [Briefly describe the nature of the damage or malfunction, e.g., scratches, broken parts, does not function as advertised, etc.]

I have attached [photos, receipts, warranty card, etc.] as evidence to support my claim. The product is still within the warranty period, as per your warranty policy. I kindly request that you take appropriate action to resolve this issue in accordance with the warranty. I would appreciate your assistance in one of the following forms:

- Repair of the damaged product
- Replacement with a new, fully functional item
- Full refund of the purchase price

Please let me know the next steps in the warranty claim process and any further information you require from my side. I look forward to your prompt response and a satisfactory resolution to my complaint.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]