

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Insert Date]

[Recipient Name]
[Recipient Title/Department]
[Company Name]
[Street Address]
[City, State, Zip Code]

RE: NOTICE OF BREACH OF WARRANTY

Dear [Recipient Name],

This letter serves as formal notice that [Your Company Name] is asserting a claim for breach of warranty regarding the following goods/services purchased from [Recipient Company Name]:

Purchase Order/Invoice Number: [Insert Number]
Date of Purchase: [Insert Date]
Product/Service Description: [Insert Brief Description]

Description of Non-Conformity:

The aforementioned [goods/services] have failed to conform to the warranties provided, specifically: [Describe the defect or failure in detail, e.g., failure to meet specifications, mechanical failure, or breach of fitness for a particular purpose].

Warranty Basis:

This claim is based upon the [Express Warranty provided in the contract/Limited Warranty document/Implied Warranty of Merchantability/Implied Warranty of Fitness for a Particular Purpose].

Demand for Remedy:

Pursuant to the terms of our agreement and applicable law, [Your Company Name] hereby demands the following remedy:

- [Option 1: Immediate repair of the goods at no cost.]
- [Option 2: Replacement of the defective units with conforming goods.]
- [Option 3: A full refund of the purchase price in the amount of \$[Amount].]

Please provide a written response within [Number] business days of receipt of this letter confirming your intent to cure this breach. Failure to remedy this matter within the specified timeframe may result in [Your Company Name] seeking further legal action, including but not limited to, recovery of damages, costs, and interest.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]