

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

[Date]

[Name of Contact Person or Department]
[Name of Business/Company]
[Business Address]
[City, State, Zip Code]

RE: Formal Notice of Breach of Warranty

To [Name of Contact Person or Company Name],

I am writing this letter to formally notify you of a breach of warranty regarding the [Name of Product/Service] I purchased on [Date of Purchase] for the amount of \$[Purchase Price]. A copy of the receipt/contract is attached.

This product/service is covered under a [Express/Implied] warranty. The specific nature of the defect or failure is as follows:

[Detailed description of the defect, what happened, and when it occurred].

The product/service is no longer fit for its intended purpose and has failed to perform as guaranteed under the terms of the warranty. I have previously attempted to resolve this issue by [mention any previous repair attempts or customer service calls], but the problem remains unresolved.

Under the terms of the warranty and applicable laws, I am requesting that you perform the following action by [Date, usually 10-14 days from now]:

- [Option 1: Repair the product at no cost to me.]
- [Option 2: Replace the product with a new, functioning unit.]
- [Option 3: Provide a full refund of the purchase price.]

If this matter is not resolved within the timeframe stated above, I will be forced to pursue further legal action to protect my rights as a consumer, which may include filing a complaint with the Better Business Bureau or initiating a claim in small claims court.

I look forward to your prompt response regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures:

[Copy of Receipt/Invoice]

[Copy of Warranty Document]

[Photos of Defect, if applicable]