

[Print on

insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Name of Contact>>,

Re. <<Description of product>> Invoice no. << >>

Recently we/I purchased the product <<Description of product>> manufactured, distributed or sold by you:

We/I hereby inform you that the product <<Description of product>> as follows:

1. Date of purchase: << >>
2. Nature of defect: << >>
3. Injuries or damage: << >>
4. Item purchased from: << >>

[A copy of the invoice is attached.]

This information is provided to give you <<Description of product>> notice of the claim. Please inform me as to what course of action you intend to take <<Description of product>> replace the product.

Yours sincerely

<<Name>>
[<<Title>>
For and on behalf of <<Company Name>>