

PRODUCT DEFECT NOTICE

Date: \_\_\_\_\_

To: \_\_\_\_\_

Dear \_\_\_\_\_

Notice is hereby provided that we have purchased a product manufactured, distributed or sold by you and described as:

You are advised of a product defect or warranty claim. In support of same we provide the following information:

1. Date of Purchase:
2. Nature of Defect:
3. Injuries or Damage:
4. Item Purchased From:

This is provided to give you earliest notice of said claim. I request that you or your representative contact me as soon as possible.

Very truly,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_

Telephone Number

CERTIFIED MAIL, Return Receipt Requested