

# CLAIM LETTER

**TO:**

**Mailing Address**

**Phone Number**

[Your Name]  
[Your Address]  
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to file a claim regarding [product/service name] that I purchased from your company on [date of purchase].

Unfortunately, I have encountered [describe the problem or issue that you have encountered]. This has caused me significant inconvenience, as [explain how the problem or issue has affected you].

I would like to request that you take action to remedy this situation. Specifically, I would appreciate [list the specific actions that you want the recipient to take to resolve the issue]. Additionally, I am also requesting that you compensate me for the [time/expense/inconvenience] that this issue has caused me.

I have attached a copy of my purchase receipt for your reference. Please contact me as soon as possible to discuss how we can resolve this matter.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]

# The Claim

**Yicheng Fang**



**The Claim:**

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