[DATE]

Contact Name

Address

Address2

City/Province

Postal Code

**RE: NOTICE OF CLAIM OF DEFECTIVE GOODS**

Dear [CONTACT NAME],

We purchased a product sold or manufactured by you, namely [NAME].

One of our customers has notified us of a defect in the product:

 **Name of customer:**  [CUSTOMER NAME]

 **Approx. date of purchase:** [DATE]

 **Nature of defect:** [DEFECT]

 **Injuries claimed:** [CLAIMS]

In the event that action is brought against us arising from Contravention of Warranty of Merchantability, we will likewise turn to you for full reimbursement.

This letter is sent to give you the earliest possible notice of a probable claim.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]