[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

Dear [CLIENT NAME],

**RE: NOTICE OF VIOLATION OF WARRANTY**

The [PRODUCT] which you sent us for repair has been modified in the following manner:

[SPECIFY]

The modification is in violation of the terms of our warranty.

Please see attached a copy of our written warranty in case you have misplaced yours. As noted, our warranty does not cover "A defect caused by the modification or repair other than through [SPECIFY] or its Authorised Agent."

We can make the necessary repairs for you, if you wish, at our flat charge rate of [SPECIFY]. We enclose a card for your convenience with pre-printed instructions. Please complete the appropriate box, and we will act accordingly.

We ask that you settle the cost of repairs with your instructions if you would like us to service the product.

We hope you understand why we are unable to provide this service free to you at this time.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]