

# Defective Item Return Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Contact Name],

I am writing to request a return for a defective item I purchased on [Purchase Date] from your store. The item, [Item Name/Description], has not functioned as expected due to [briefly describe the defect].

My order number is [Order Number]. I have attached a copy of the receipt for your reference.

I would appreciate your assistance in processing this return. Please let me know how to proceed with the return shipment and if I can receive a replacement or a refund for this item.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]