

Refund Request for Defective Product

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, Zip Code: [Your City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

Customer Service Department

Company Name: [Company Name]

Company Address: [Company Address]

City, State, Zip Code: [City, State, Zip Code]

Dear Customer Service,

I am writing to formally request a refund for a defective product I purchased from your store on [Purchase Date]. The details of the product are as follows:

- Product Name: [Product Name]
- Order Number: [Order Number]
- Purchase Price: [Purchase Price]

The product has not functioned as intended since I received it, and I believe it is defective. I have attached a copy of my receipt and images of the defect for your review.

According to your return policy, I understand that I am entitled to a refund for defective products. I would appreciate your prompt attention to this matter and hope to resolve it quickly.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]