

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Customer Service
Company Name
Company Address
City, State, ZIP Code

Dear Customer Service,

I am writing to request a replacement for a defective item that I purchased from your company on [purchase date]. The item in question is [item name or description], and the order number is [order number].

Upon receiving the item, I noticed that it [describe the defect or issue]. I have attached a copy of the receipt and photographs of the defect for your reference.

I would appreciate your assistance in processing this request for a replacement at your earliest convenience. Please let me know if you require any further information from my side.

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

Sincerely,
Your Name