

# Letter of Acknowledgment for Defective Merchandise

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of the defective merchandise I purchased on [Purchase Date] from [Company Name]. The item in question is [Product Name/Description], and it has [describe defect or issue].

I appreciate your immediate attention to this matter, and I kindly request that you provide instructions on how to proceed with the return or replacement process.

Thank you for your assistance.

Sincerely,

[Your Name]