

Letter of Claim for Return of Unsatisfactory Product

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 request the return of a product that I purchased on [Purchase Date] from [Company Name], order number [Order Number]. Unfortunately, the product has not met my expectations due to [briefly describe the issue: e.g., it being defective, damaged, or not as described].

According to your return policy, I believe I am entitled to a full refund or a replacement. I have attached a copy of the receipt along with photographs of the product for your reference.

I would appreciate it if you could provide instructions on how to proceed with the return process. Thank you for your attention to this matter, and I look forward to your prompt response.

Yours sincerely,

[Your Name]