

Request for Return of Defective Product

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally request the return of a defective product that I purchased from your store on [Purchase Date]. The product in question is [Product Name, Model/Serial Number] and it has not performed as expected due to [describe the defect].

According to your return policy, I understand that I am eligible for a full refund or exchange for defective products. I am including a copy of my receipt for your reference.

Please advise me on how to proceed with the return process. I would appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]