

# Refund Request for Defective Product

Your Name: John Doe

Your Address: 123 Main St, City, State, ZIP

Your Email: johndoe@example.com

Your Phone Number: (123) 456-7890

Date: October 10, 2023

Customer Service Department

Company Name

Company Address

City, State, ZIP

Dear Customer Service,

I am writing to formally request a refund for a defective product I purchased from your store on September 25, 2023. The product, which is **Product Name** (Order Number: 123456), has not functioned as expected and I believe it is defective.

I have attached a copy of my receipt and any relevant documentation to support my claim. I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,  
John Doe