

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request the return of a defective item that I purchased from your store on [Purchase Date]. The details of the item are as follows:

Product Name: [Product Name]

Order Number: [Order Number]

Defect Description: [Description of the defect]

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

Sincerely,

[Your Name]