

Return Request for Faulty Product

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service>Returns Department],

I am writing to request the return of a faulty product that I purchased from your store on [Insert Purchase Date]. The product, [Insert Product Name/Description], has not been functioning properly due to [describe the fault].

As per your return policy, I would like to initiate the return process and request a full refund or a replacement. I have attached a copy of my receipt and any relevant documentation regarding the purchase.

Please let me know the next steps to proceed with this return. I appreciate your assistance in this matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]