

Claim for Product Defect Resolution

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally claim a resolution regarding a defective product I purchased from your company on [Purchase Date], specifically [Product Name/Description].

Upon using the product, I discovered several defects including [briefly describe the defects]. I have attached copies of my receipt and any relevant documentation for your reference.

As per your company's policy on product defects, I would like to request [state your desired resolution, e.g., a replacement, repair, or refund]. I believe this request is justified given the circumstances.

I appreciate your prompt attention to this matter and look forward to your response within [specify time frame, e.g., 14 days].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]