

# Request for Reimbursement

Date: [Insert Date]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request reimbursement for merchandise that I recently purchased from your company, which has unfortunately been found to be defective. The item in question is [describe the item, including model number and any relevant details].

The purchase was made on [purchase date], and I have attached a copy of the receipt for your reference. Upon using the product, I discovered that it did not function as expected due to [describe the defect]. I believe this qualifies for reimbursement under your return policy.

I would appreciate your prompt attention to this matter and look forward to your response regarding the processing of my reimbursement request. Please let me know if you need any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]