

# Return Request for Faulty Product Insurance Claim

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a return for a faulty product I purchased on [Purchase Date] under the order number [Order Number]. The item, [Product Name and Description], displays several malfunctions including [describe the issue briefly].

As per our conversation regarding the insurance claim, I am including the necessary documentation including the proof of purchase and photographs of the faulty product.

I kindly request instructions on how to proceed with the return process. Your prompt attention to this matter will be greatly appreciated.

Thank you for your assistance.

Sincerely,

[Your Name]