Return Request for Defective 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 formally request the return of a defective product that I purchased from your company on [Purchase Date]. The details of the product are as follows:

- Product Name: [Insert Product Name]
- Order Number: [Insert Order Number]
- Purchase Price: [Insert Purchase Price]
- Defect Description: [Describe the defect]

I would appreciate your guidance on the return procedure for this defective item. Please let me know if you require any further information or if there are specific forms I need to fill out. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]