

Refund Request for Defective Product

[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 request a refund for a defective product I purchased from your store on [purchase date]. The product, [describe the product, including model number or SKU], began showing signs of defect shortly after [describe the issue briefly, e.g., after first use].

I have attached a copy of my receipt as proof of purchase along with photographs of the defective item. As per your refund policy, I believe I am entitled to a full refund.

Please let me know how to proceed with the return process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]