

Refund Request for Defective Product

Your Name: [Your Full Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

Customer Service Department

[Company Name]

[Company Address]

Dear Customer Service Team,

I am writing to formally request a refund for a defective product that I purchased from your store. The details of the product are as follows:

- Product Name: [Product Name]
- Order Number: [Order Number]
- Purchase Date: [Purchase Date]
- Price: [Price]

Upon receiving the product on [Delivery Date], I noticed that it was defective due to [describe the defect]. I have attached a copy of my receipt and photos of the defect for your reference.

According to your return policy, I believe I am entitled to a full refund. I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,
[Your Full Name]