

Defective Product Claim

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, Zip: [City, State, Zip]

Your Email: [Your Email]

Your Phone: [Your Phone]

Date: [Date]

To: [Company Name]

Company Address: [Company Address]

Company City, State, Zip: [Company City, State, Zip]

Subject: Claim for Defective Product

Dear Customer Service,

I am writing to formally express my claim regarding a defective product I purchased from your company on [Purchase Date]. The product in question is [Product Name/Model], and its order number is [Order Number].

Upon using the product, I noticed that it [describe defect or issue clearly]. This issue has rendered the product unusable and not as described in your warranty/guarantee policy.

Attached are copies of my purchase receipt and any relevant documentation that supports my claim.

I request that you address this issue promptly by either providing a refund or a replacement for the defective product.

Thank you for your attention to this matter. I hope to hear back from you soon.

Sincerely,

[Your Name]