

Request for Replacement of Malfunctioning Electronics

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a replacement for a malfunctioning electronic device that I purchased from your company on [Purchase Date]. The item, [Product Name and Model], has not been functioning properly since [Date Malfunction Started]. Despite my attempts to troubleshoot the issue, it remains inoperable.

As per your warranty policy, I believe I am eligible for a replacement. I have attached a copy of my purchase receipt and any relevant warranty documentation for your reference.

I would appreciate your prompt attention to this matter and kindly request that you send a replacement at your earliest convenience. Please let me know if you require any further information to process my request.

Thank you for your assistance.

Sincerely,

[Your Name]