

Notification of Faulty Product Issue

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inform you about an issue I have encountered with a product I purchased from your company on [Purchase Date]. The product in question is [Product Name/Model], and the order number is [Order Number].

Unfortunately, [describe the faulty issue in detail, including any problems experienced, e.g., it does not function as intended, has physical damage, etc.].

I would appreciate your guidance on how to proceed with this matter. If possible, I would like to request a replacement or refund for the defective product.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]