

Request for Refund Due to Product Defects

Recipient Name
Company Name
Company Address
City, State, Zip Code

Date: [Insert Date]

Dear [Recipient Name],

I am writing to formally request a refund for the [Product Name] I purchased on [Purchase Date] from [Store/Website Name]. Upon receiving the product, I noticed several defects, including [briefly describe the defects].

I have attached a copy of my receipt, along with photographs of the defects for your reference. According to your refund policy, customers are entitled to a full refund for defective products.

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]