

Defective Appliance Issue

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

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

Dear [Recipient Name],

I am writing to formally address an issue with a defective appliance I purchased from your company on [purchase date]. The appliance in question is a [appliance name, model number], and it has been malfunctioning since [date you first noticed the issue].

Despite following all operating instructions, the appliance has [briefly describe the issue, e.g., "failed to turn on" or "exhibited strange noises"]. I believe this issue may be due to a manufacturing defect, as I have made every effort to troubleshoot the situation.

Under the terms of your warranty, I would like to request a replacement or a full refund for the defective appliance. Please let me know how to proceed with this matter at your earliest convenience.

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

Sincerely,
[Your Name]