

Request for Resolution: Defective Product

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Customer Service/Specific Name],

I am writing to formally request a resolution for a defective product that I purchased on [Purchase Date]. The product, [Product Name/Description], has been experiencing the following issues: [Briefly describe the defects or issues].

Despite following the guidelines for use, the product has not met my expectations due to these defects. I have attached copies of my receipt and any relevant documentation to support my claim.

I kindly request a refund, replacement, or exchange for this product. Please inform me of the next steps in this process, and I hope to resolve this matter promptly.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]