

# Request for Partial Refund Due to Product Defects

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Customer Service Manager's Name],

I hope this message finds you well. I am writing to formally request a partial refund for the purchase I made on [Insert Purchase Date] for [Product Name], order number [Insert Order Number]. Upon receiving the product, I discovered several defects that have rendered it unsatisfactory for my needs.

Specifically, the issues include:

- [Describe defect 1]
- [Describe defect 2]
- [Describe defect 3]

Given the circumstances, I believe a partial refund of [Insert Amount] would be a fair resolution. I have attached photographs and other documentation to support my request.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]