

Refund Application for Defective Item

To,

Customer Service Department,
[Company Name]
[Company Address]
[City, State, Zip Code]

Date: [Insert Date]

Subject: Application for Refund of Defective Item

Dear [Customer Service Manager's Name],

I am writing to formally request a refund for a defective item that I purchased from your store on [Purchase Date]. The item in question is [Item Name/Description], and its order number is [Order Number].

Upon receiving the item, I discovered that it was [briefly describe the defect, e.g., not functioning as expected, damaged, etc.]. I have attached photographs of the defect for your reference.

According to your return policy, I am entitled to a refund for defective items. Therefore, I kindly request that you process my refund at your earliest convenience. Please let me know if there are any forms or additional information you require from my side.

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

Thank you.

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