

Request for Reimbursement

Date: [Insert Date]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I am writing to formally request a reimbursement for faulty goods purchased on [Insert Purchase Date] from your store. The details of the transaction are as follows:

- **Product Name:** [Insert Product Name]
- **Order Number:** [Insert Order Number]
- **Purchase Amount:** [Insert Amount]

Unfortunately, the product has not functioned as expected due to [briefly describe the fault]. I have attached a copy of the receipt and any relevant documentation for your review.

In accordance with your return policy, I kindly request that you process a reimbursement for the purchase amount. Please let me know if you require any further information or documentation from my side.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]