Defective Item Return Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Returns Department],

I am writing to request the return of a defective item I purchased from your store. The details of the item are as follows:

- **Item Name:** [Item Name]
- **Order Number:** [Order Number]
- **Purchase Date:** [Purchase Date]

Unfortunately, upon receiving the item, I discovered that it was defective. [Briefly describe the issue with the item.] I would like to return it for a refund or exchange.

Please let me know the return process and if you require any additional information from my side.

Thank you for your assistance.

Sincerely,

[Your Name]