

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a replacement for a defective product that I purchased from your company on [date of purchase]. The product, [Product Name], has experienced [describe the defect or issue briefly].

I have attached a copy of my receipt along with any other relevant documents for your reference. I believe this falls under your warranty/replacement policy, and I would appreciate your assistance in resolving this matter promptly.

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

Sincerely,

[Your Name]