

Return for Defective Merchandise

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Name],

I am writing to request a return for a defective item that I purchased from your store on [purchase date]. The item, [describe the item], has not functioned as expected due to [briefly describe the defect].

According to your return policy, I would like to initiate the return process and request either a replacement or a refund. I have attached a copy of my receipt for your reference.

Please let me know how to proceed with the return. I appreciate your prompt assistance in resolving this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]