

Refund Request for Defective Product

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Name],

I am writing to formally request a refund for a defective product I purchased from your store on [insert purchase date]. The product, [insert product name and description], has not functioned as expected and has caused [briefly describe the issue].

According to your return policy, I understand that I am eligible for a full refund for defective items. I have attached a copy of my receipt and relevant documentation for your reference.

I would appreciate your prompt attention to this matter and look forward to your response. Please let me know if you require any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]