

# Notification of Defective Product

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to inform you that we have identified an issue with the electronic product you purchased from us on [Purchase Date]. The product, [Product Name or Model Number], has been reported to have [describe issue, e.g., "a malfunction," "defective components," etc.].

To address this issue, we ask that you take the following steps:

1. Contact our customer service at [Customer Service Phone Number] or [Customer Service Email].
2. Provide a detailed description of the problem you are experiencing.
3. Return the product to our address listed below, if applicable.

We apologize for any inconvenience this may cause and appreciate your cooperation in this matter. Your satisfaction is our priority, and we are committed to resolving this issue promptly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Company Address]