

Return Notification for Broken Product

Date: [Insert Date]

To,

Customer Service Team
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Notification for Returning Broken Product

Dear [Customer Service Team/Recipient Name],

I am writing to inform you about a broken product that I received from your company. The product details are as follows:

- **Order Number:** [Insert Order Number]
- **Product Name:** [Insert Product Name]
- **Purchase Date:** [Insert Purchase Date]
- **Issue Description:** [Briefly describe the issue]

Due to the condition of the product, I would like to initiate a return and request a replacement/refund as per your return policy. Please let me know the necessary steps I need to follow to complete the return process.

Thank you for your assistance in this matter. I hope to resolve this issue quickly.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]