

Defective Product Notification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of a defective product that I purchased from your company on [purchase date]. The product in question is [product name and description], and it was purchased from [purchase location or website].

Upon using the product, I discovered that it [describe the defect and any relevant details about the malfunction]. This issue has rendered the product unusable and has caused significant inconvenience.

According to your warranty policy, I would like to request [a replacement/a refund/a repair]. Please let me know how to proceed with this matter.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]