

# Product Defect Report

Date: [Date]

To: [Recipient Name]

Company: [Company Name]

Address: [Company Address]

Email: [Recipient Email]

Dear [Recipient Name],

I am writing to formally report a defect associated with [Product Name/Model Number] that I purchased on [Purchase Date] from [Retailer/Store Name].

## Product Details:

- Product Name: [Product Name]
- Model Number: [Model Number]
- Purchase Date: [Purchase Date]
- Order Number: [Order Number]

## Defect Description:

[Provide a detailed description of the defect, including any relevant observations and how it impacts the product's functionality.]

## Attached Evidence:

I have attached the following evidence to support my claim:

- Photographs of the defect
- Copy of the receipt

Given the circumstances, I kindly request [resolution required, e.g., a replacement, repair, refund, etc.]. I look forward to your prompt response to this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]