

# Product Fault Report

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Company:** [Company's Name]

**Address:** [Company's Address]

Dear [Recipient's Name],

I am writing to formally report a fault with the [Product Name] that I purchased on [Purchase Date] from [Store/Website Name]. The product has exhibited the following issues:

- [Describe the first issue]
- [Describe the second issue]
- [Describe any additional issues]

I have attached copies of my receipt and any relevant photographs that illustrate the fault.

As per the warranty terms, I would like to request a [repair/replacement/refund] for the product. Please let me know how to proceed with this process.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]