

Refund Request for Defective Product

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip: [City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Current Date]

Recipient Name: [Recipient's Name]

Company Name: [Company Name]

Company Address: [Company Address]

City, State, Zip: [City, State, Zip]

Dear [Recipient's Name],

I am writing to request a refund for a defective product that I purchased on [Purchase Date] from your store/website. The product in question is [Product Name/Description], and my order number is [Order Number].

Unfortunately, upon using the product, I discovered that it was defective [briefly describe the defect]. As per your return policy, I would like to request a refund for this purchase.

I have attached copies of my receipt and any relevant photographs of the product to support my claim.

Please let me know the next steps to process my refund. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]