

[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 request the return of a defective item that I purchased from your company. The item, [Item Description], was purchased on [Purchase Date] and was received on [Delivery Date]. Unfortunately, it has encountered the following issue: [Describe the defect or issue].

As per your return policy, I would like to initiate a return for this defective item. I have attached all relevant documents, including a copy of my receipt and photographs of the defect.

Thank you for your attention to this matter. I look forward to your prompt response regarding the return process.

Sincerely,

[Your Name]