

# Request for Refund on Defective Product

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally request a refund for a defective product that I purchased from your company on [purchase date]. The product, [product name and model], was found to be [briefly describe the defect] after only [duration of use] of use.

According to your company policy, I understand that customers are entitled to a full refund for defective items. I have attached a copy of the receipt and any additional documentation to support my request.

I would appreciate your prompt attention to this matter and look forward to your response. Please let me know if you need any further information from my side.

Thank you for addressing my concern.

Sincerely,

[Your Name]