

Defective Goods Reclamation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally reclaim defective goods that I purchased from your company on [Purchase Date]. The details of the item are as follows:

- Item Name: [Insert Item Name]
- Order Number: [Insert Order Number]
- Date of Delivery: [Insert Delivery Date]

Upon receiving the item, I found that it was defective due to [describe the defect]. I have attached copies of my receipt and any photographs of the defective item for your reference.

According to your return policy, I would like to request a full refund or a replacement for the defective goods. I would appreciate your prompt attention to this matter and look forward to your response within [insert timeframe].

Thank you for your cooperation.

Sincerely,

[Your Name]