

Defective Product Notification

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally notify you of a defective product that I purchased from your store on [Purchase Date]. The details of the product are as follows:

- Product Name: [Product Name]
- Model Number: [Model Number]
- Order Number: [Order Number]

Unfortunately, the product has exhibited the following defects:

- [Defect 1]
- [Defect 2]
- [Defect 3]

I would appreciate it if you could provide instructions on how to proceed with returning the defective item and obtaining a replacement or refund.

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

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]