

Claim for Defective Item Replacement

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request a replacement for a defective item I purchased from your store on [Purchase Date]. The item is [Product Name], and its order number is [Order Number]. Unfortunately, I have encountered the following issue: [Briefly describe the defect or problem with the item].

According to your warranty policy, I believe I am entitled to a replacement due to this defect. I have attached a copy of my receipt along with any relevant documentation for your review.

Thank you for your attention to this matter. I look forward to your prompt response to my claim. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,
[Your Name]