

Defective Product Replacement Notification

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 notify you about a defect I encountered with [Product Name], which I purchased on [Purchase Date] from [Store/Website Name]. The product has exhibited the following issues: [Briefly describe the defects or issues].

Please inform me of the next steps for proceeding with the replacement process. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]