

Refund Request for Faulty Goods

Sender Name: [Your Name]

Sender Address: [Your Address]

City, State, Zip Code: [Your City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

Recipient Name: [Recipient Name]

Company Name: [Company Name]

Company Address: [Company Address]

City, State, Zip Code: [Company City, State, Zip Code]

Subject: Request for Refund on Faulty Goods

Dear [Recipient Name],

I am writing to formally request a refund for a product I purchased from your store on [Purchase Date]. The item in question is [Product Name and Description], and it has unfortunately been found to be faulty.

Despite following the provided guidelines for use and care, the item has [describe the fault or issue]. I believe that this issue falls under your return policy for faulty goods.

Attached to this email/letter are copies of my receipt, along with photographs of the faulty product for your reference.

I would appreciate if you could process this refund at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]