

Refund Request for Defective Item

Date: [Insert Date]

To: [Merchant/Company Name]

Address: [Merchant/Company Address]

Dear [Customer Service/Specific Name],

I am writing to request a refund for a defective item that I purchased from [Merchant/Company Name] on [Purchase Date]. The item, [Item Name or Description], has not functioned as expected and is not meeting my requirements.

Order Number: [Insert Order Number]

Item Description: [Insert Description]

Issue Description: [Briefly explain the defect and any attempts made to resolve it]

In accordance with your return policy, I would like to initiate the refund process. I have attached a copy of my receipt and any other relevant documentation for your review.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]