

Product Malfunction Report

Date: [Insert Date]

To: [Company Name]

From: [Your Name]

Contact Information: [Your Email] | [Your Phone Number]

Product Information

Product Name: [Product Name]

Model Number: [Model Number]

Purchase Date: [Purchase Date]

Order Number: [Order Number]

Description of Malfunction

[Provide a detailed description of the malfunction, including any specific symptoms, error messages, or unusual behavior.]

Steps Taken

[Describe any steps you have taken to troubleshoot the issue, including resetting the product or checking for usage guidelines.]

Request for Action

I kindly request your attention in addressing this malfunction. I would appreciate guidance on the next steps regarding repair, replacement, or refund.

Attachments

[List any attached documents, such as receipts, photos, or warranty information.]

Thank you for your assistance in this matter.

Sincerely,

[Your Name]