

Return Request for Faulty Goods

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Customer Service Manager's Name],

I am writing to formally request the return of a product I purchased from your store on [Purchase Date]. The details of the product are as follows:

- Product Name: [Product Name]
- Order Number: [Order Number]
- Purchase Price: [Purchase Price]

Unfortunately, the product is faulty as it [describe the fault]. I have attached a copy of my receipt and photographs of the faulty item for your reference.

I would like to request a refund or a replacement for this item. Please let me know the procedure for returning the faulty goods at your earliest convenience.

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

Sincerely,

[Your Name]