

# Defective Merchandise Claim

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit a claim regarding a defective product that I purchased from [Company's Name] on [Purchase Date]. The details of the product are as follows:

- Product Name: [Product Name]
- Model Number: [Model Number]
- Order Number: [Order Number]
- Purchase Location: [Store/Website]

Unfortunately, shortly after receiving the product, I discovered that it is defective. Specifically, [describe the defect and any attempts made to resolve the issue, including customer service interactions].

In light of the above, I kindly request a replacement, repair, or a full refund of the purchase price. I have attached copies of the receipt and any relevant correspondence concerning this matter.

Thank you for your prompt attention to this issue. I look forward to resolving this matter quickly.

Sincerely,

[Your Name]