

# Faulty Item Report

**Date:** [Insert Date]

**From:** [Your Name]

**Address:** [Your Address]

**Email:** [Your Email]

**Phone:** [Your Phone Number]

**To:** [Company Name]

**Address:** [Company Address]

Dear [Customer Service/Manager's Name],

I am writing to formally report a faulty item that I purchased from your store/website on [Purchase Date]. The details of the item are as follows:

- **Item Name:** [Item Name]
- **Model Number:** [Model Number]
- **Purchase Receipt Number:** [Receipt Number]
- **Date of Purchase:** [Purchase Date]

Unfortunately, the item has been experiencing the following issues:

- [Describe the Fault/Issue #1]
- [Describe the Fault/Issue #2]
- [Add any additional issues]

I kindly request a resolution regarding this matter, whether it be a repair, replacement, or a full refund. I have attached a copy of the purchase receipt and any relevant photographs for your review.

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

Sincerely,

[Your Name]