

# Product Defect Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team or Specific Contact Name],

I am writing to formally notify you of a defect found in the product I purchased on [Insert Purchase Date]. The product, [Insert Product Name and Model Number], has exhibited the following issues: [Briefly describe the defect and any related details].

According to your warranty policy, I believe I am entitled to a repair, replacement, or refund. Please let me know the next steps required to resolve this issue.

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

Sincerely,

[Your Name]