

# Product Return Request Due to Defect

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

Customer Service

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear Customer Service,

I am writing to formally request a return of the product I purchased on [Insert Purchase Date] due to a defect. The product is [Product Name/Model], and my order number is [Insert Order Number].

Upon receipt of the product, I discovered that it has [describe the defect or issue briefly]. I have attached copies of my receipt and any relevant documentation for your reference.

Please let me know the procedure for returning the defective item and obtaining a replacement or refund. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]