

Service Refund Request for Defective Product

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, Zip Code: [Your City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

Company Name: [Company Name]

Company Address: [Company Address]

Company City, State, Zip Code: [Company City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally request a refund for a defective product that I purchased from your store on [Purchase Date]. The product, [Product Name/Description], has exhibited the following defects: [Briefly describe the defects].

As per your return policy, I believe I am entitled to a full refund for this product. I have attached a copy of my receipt and any relevant documentation regarding the purchase.

I would appreciate your prompt attention to this matter and look forward to your response by [Specify a timeframe, e.g., two weeks from the date of the letter].

Thank you for your assistance.

Sincerely,

[Your Name]