

Defective Product Report

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

Your Email: [Insert Your Email]

Phone Number: [Insert Your Phone Number]

Recipient Details

Company Name: [Insert Company Name]

Company Address: [Insert Company Address]

Subject: Defective Product Report

Dear [Recipient's Name],

I am writing to report a defective product that I purchased from your company on [Insert Purchase Date]. The product in question is [Insert Product Name/Description], and I encountered the following issues:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

The product has not met my expectations and seems to be malfunctioning. I have attached copies of my purchase receipt and any relevant documentation for your reference.

I would appreciate your assistance in resolving this matter. I am requesting a replacement or a full refund for the defective product.

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

Sincerely,
[Insert Your Name]