

Return and Replacement Application

Your Name: [Your Name]

Your Address: [Your Address]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To:

Customer Service Team

Company Name: [Company Name]

Company Address: [Company Address]

Subject: Application for Return and Replacement of Defective Product

Dear Customer Service Team,

I am writing to formally request the return and replacement of a defective product that I purchased from your store on [Purchase Date]. The product details are as follows:

- **Product Name:** [Product Name]
- **Order Number:** [Order Number]
- **Purchase Price:** [Price]

Unfortunately, upon receiving the product, I noticed the following defect(s):

- [Defect 1]
- [Defect 2]

According to your return policy, I would like to initiate the return process and request a replacement for this product. I have attached a copy of my purchase receipt for your reference.

Please let me know if you require any further information to process my request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]