

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a replacement for the faulty equipment [specify equipment name/model] that I purchased on [purchase date]. Unfortunately, the device has been experiencing significant malfunctions, including [briefly describe the issues], which have rendered it unusable.

I have attempted to resolve these issues by [mention any troubleshooting steps taken or support contacted], but to no avail. As the equipment is essential for [mention purpose], I kindly ask for a prompt replacement to ensure minimal disruption to my work.

Attached are copies of the original purchase receipt and any related communication regarding this matter. I hope to hear from you soon regarding the next steps for the replacement process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]