

Defective Product Return Request

Recipient Name: [Reseller's Name]

Company Name: [Reseller's Company]

Address: [Reseller's Address]

Date: [Current Date]

Dear [Reseller's Name],

I hope this message finds you well. I am writing to formally request the return of a defective product purchased from your company on [Purchase Date]. The item in question is [Product Name], with the order number [Order Number].

Unfortunately, upon using the product, I encountered the following issues: [Brief description of the defects or problems with the product]. Given these circumstances, I kindly request an exchange for a functional item of the same model.

I have attached a copy of the receipt along with any relevant photographs showcasing the defects for your reference.

Please let me know the next steps for returning the defective item and obtaining a replacement. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]