

# Refund Request for Defective Product

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear Customer Service,

I am writing to request a refund for a defective product I purchased from [Company Name] on [Purchase Date]. The details of the product are as follows:

- Product Name: [Product Name]
- Order Number: [Order Number]
- Purchase Amount: [Purchase Amount]

Upon receiving the product, I noticed that it was defective. The issue is [describe the defect]. I have attached a copy of my receipt and photos of the defective product for your reference.

According to your return policy, I believe I am eligible for a full refund for this purchase. I request that you initiate the refund process at your earliest convenience.

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

Sincerely,

[Your Name]