

Notification of Defective Merchandise Compensation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you regarding a defective merchandise issue related to my recent purchase of [Product Name/Description] with Order Number [Order Number], dated [Purchase Date]. Upon receipt, I noticed that the item was [describe defect or issue].

According to your company policy regarding product defects, I request compensation for this defective merchandise. I would appreciate it if you could inform me about the necessary steps to resolve this matter, whether it entails a replacement, repair, or refund.

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

Sincerely,

[Your Name]