

Refund Request for Defective Product

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request a refund for a defective product I purchased from your store on [Purchase Date]. The item, [Product Name/Model], has not functioned as expected, and despite following the instructions for use, it [describe the defect or issue].

Order Number: [Order Number]

Purchase Amount: [Purchase Amount]

According to your return policy, I believe I am entitled to a full refund. I have included a copy of the receipt and any relevant documentation regarding this issue.

Please let me know how to proceed with the return process and the refund timeline. I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Name]