Defective Item Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

Customer Service

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear Customer Service,

I am writing to request assistance regarding a defective item I recently purchased from your store. The details of the item are as follows:

Item Name: [Insert Item Name]

Order Number: [Insert Order Number]

Date of Purchase: [Insert Purchase Date]

Unfortunately, upon receiving the item, I noticed that it was defective. [Briefly describe the defect or issue with the item]. I have attached relevant photographs to illustrate the problem.

In light of this situation, I would appreciate it if you could provide me with instructions on how to return the defective item and receive a replacement or refund.

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

Sincerely,

[Your Name]