

Merchandise Defect Report

Date: [Insert Date]

To: [Company Name]

From: [Your Name]

Subject: Report of Merchandise Defect

Dear [Recipient's Name],

I am writing to formally report a defect in the merchandise I purchased from your store on [Purchase Date]. The details of the item are as follows:

- **Item Name:** [Item Name]
- **Order Number:** [Order Number]
- **Defect Description:** [Describe the defect]
- **Purchase Location:** [Store/Website]

I have attached photos of the defect for your reference. I would appreciate your prompt assistance in resolving this issue, whether it be through a replacement, repair, or refund.

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

Sincerely,

[Your Name]

[Your Contact Information]