

Refund Request for Defective Product

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, Zip: [City, State, Zip]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To: [Company Name]

Company Address: [Company Address]

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

Dear [Company Customer Service],

I am writing to formally request a refund for a defective product that I purchased from your store. The product is [Product Name] (Order Number: [Order Number]), purchased on [Purchase Date]. Upon receiving the item, I noticed that it was not working as expected and exhibited the following defects: [List the defects or issues].

I have attached copies of the receipt, along with any relevant documentation and photographs to substantiate my claim.

According to your return policy, I am entitled to a refund for defective items. I would appreciate it if you could process my refund at your earliest convenience. Please let me know if there are any forms I need to fill out or if you require further information.

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

Sincerely,

[Your Name]