

# Follow-Up on Faulty Device

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 follow up on my previous correspondence regarding the faulty device I purchased on [Purchase Date], with the order number [Order Number]. As mentioned in my earlier communication, the device has not been functioning as expected.

Despite our previous discussions, I have yet to receive a resolution or guidance on how to proceed. It is important for me to resolve this issue promptly, as the device is essential for my [mention purpose, e.g., daily tasks, business operations].

Please let me know how we can expedite the process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]