

Request for Replacement of Defective Coffee Maker

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request a replacement for my defective coffee maker, model [Model Number], which I purchased on [Purchase Date] from [Store Name/Website]. Unfortunately, it has stopped functioning properly due to [briefly describe the issue].

I have enclosed a copy of my receipt and any relevant documentation for your reference. I kindly ask that you process my request at your earliest convenience.

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

Sincerely,

[Your Name]