

Refund Application for Defective Product

To,

Customer Service Department
[Company Name]
[Company Address]
[City, State, Zip Code]

Date: [DD/MM/YYYY]

Subject: Application for Refund Due to Defective Product

Dear [Customer Service Manager's Name],

I am writing to formally request a refund for a defective product that I purchased from your store on [Purchase Date]. The product in question is [Product Name/Description], with an order number of [Order Number].

Upon receiving the product, I noticed that it was [describe the defect, e.g., damaged, not functioning, etc.]. I have attached a copy of my purchase receipt and photographs of the defective item for your reference.

According to your return policy, I am entitled to a full refund for defective products. Therefore, I kindly request that the refund be processed to my original payment method at your earliest convenience.

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

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]