

Product Malfunction Reporting

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to bring to your attention a malfunctioning product that I purchased from your store on [Purchase Date]. The product in question is [Product Name], which has been experiencing the following issues:

- [Describe issue 1]
- [Describe issue 2]
- [Describe issue 3]

I have attempted to resolve these issues by [mention any troubleshooting steps taken]. Unfortunately, the problems persist, which has impacted my experience negatively.

I kindly request your assistance in resolving this matter. Whether it be a replacement, repair, or refund, I am open to solutions that you may propose.

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]

[Your Phone Number]