

Notification of Defective Product Claim

Date: [Insert Date]

To: [Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of a defective product claim regarding [Product Name/Model], which I purchased on [Purchase Date] from [Purchasing Location]. The order number is [Order Number].

Upon receiving the product, I noticed [describe the defect or issue]. I have attached supporting documents including photographs and a copy of the purchase receipt for your reference.

According to your company's warranty policy, I kindly request [state your request: refund, replacement, etc.]. Please advise on the next steps to resolve this matter.

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

Sincerely,

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