

# Compensation Request Letter

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally request compensation for a defective product I purchased from your company on [purchase date]. The item in question is [product name], and it has exhibited [describe defect] since [describe when the defect occurred].

Understanding the standards of quality your company upholds, I would like to bring this matter to your attention and request a suitable compensation. I believe this would include [mention preferred compensation, e.g., full refund, replacement, etc.].

Attached are copies of my purchase receipt and any relevant documentation regarding this issue. I hope to hear from you soon to resolve this matter amicably.

Thank you for your attention to this issue.

Sincerely,  
[Your Name]