

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

Dear [Customer Service Manager/Specific Name if known],
I am writing to formally request a refund for a product covered under warranty.

****Product Details:****

- Product Name: [Name of the Product]
- Model Number: [Model Number]
- Purchase Date: [Date of Purchase]
- Order Number: [Order Number]

Unfortunately, the product has [describe the issue], and despite following the instructions provided, it remains defective. I have attached a copy of my purchase receipt and any relevant documentation to support my claim.

According to your warranty policy, I understand that I am eligible for a full refund. I would appreciate your assistance in processing this request as soon as possible.

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

Sincerely,
[Your Name]