

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

Customer Service

[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Refund for Defective XT Battery

Dear Customer Service,

I hope this message finds you well. I am writing to formally request a refund for a defective XT battery that I purchased on [purchase date] from [retailer/store name or website]. The order number for this purchase is [order number].

Unfortunately, the battery has not performed as expected since the time of purchase. [Brief description of the issue, e.g., it does not hold a charge, it overheats, etc.]. I believe this may be a manufacturing defect, and I would like to initiate the refund process.

I have attached a copy of the original receipt and any supporting documents for your reference. I kindly request that you process my refund at your earliest convenience.

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

Sincerely,
[Your Name]