

Request for Refund or Repair of Goods Under Warranty

Date: _____

[name and address of seller or manufacturer]

ATTN: Customer Service Department

Re: _____ *[description of item purchased, including serial number, if any]*

To Whom It May Concern:

I am writing to request compensation for the above-named item which I purchased for \$ _____ on _____ *[date]* from _____ *[specify place of purchase]*.

My reason for demanding redress is as follows *[describe the reason you are dissatisfied with your purchase, in as much detail as possible. List any documentation included with this request, such as a copy of the warranty, purchase receipt, or the item itself]*:

Specifically, I request the following compensation *[explain what you want, such as a refund of the full purchase price, a replacement item, or a repair]*:

Please process this request by _____ *[specify a deadline for processing this request, such as date within 30 days]*. If I don't receive compensation by then, I will take further action, which may include filing a court action.

Thank you for your immediate attention to this matter.

Sincerely,

Signature

Address

Daytime phone

Evening phone

Email