

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

[Seller's/Company's Name]  
[Customer Service Department]  
[Company Address]  
[City, State, ZIP Code]

Subject: Request for Replacement of Defective Item Within Warranty Period

Dear Sir/Madam,

I am writing to formally bring to your attention an issue regarding a defective product I purchased from your company, and to request a replacement under the terms of the warranty.

**Product Details:**

Product Name/Model: [Insert Product Name and Model]  
Invoice/Bill Number: [Insert Invoice Number]  
Date of Purchase: [Insert Purchase Date]  
Warranty Period: [Insert Warranty Details]

Within [number] days/weeks of usage, I noticed the following issue(s) with the product:  
[Describe the defect or malfunction in detail, e.g., "The device does not power on despite full charging and following the instructions in the manual."]

According to the warranty terms provided at the time of purchase, the item is covered for repair or replacement in case of manufacturing defects within the specified warranty period. As my purchase is still within this period, I kindly request a prompt replacement of the defective item at no extra cost.

I have attached copies of the purchase invoice and the warranty card for your reference. Please advise on the next steps regarding the return and replacement process.

I look forward to your swift action to resolve this matter and uphold the consumer guarantee that comes with your products. Please contact me at your earliest convenience to coordinate the replacement process.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]