

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

[Recipient's Name or Customer Service Department]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Request for Replacement of Defective Product Under Warranty

Dear [Recipient's Name / Customer Service],

I am writing to formally request the replacement of a defective product that I purchased from your company. The product details are as follows:

- **Product Name/Model:** [Product Name/Model]
- **Purchase Date:** [Date of Purchase]
- **Invoice/Order Number:** [Invoice/Order Number]
- **Warranty Period:** [Warranty Details]

After a brief period of use, I have encountered the following issues with the product: [Clearly describe the defects or malfunctions you have experienced, e.g., not functioning as advertised, frequent breakdowns, physical defects, etc.].

I have reviewed the warranty terms provided at the time of purchase, and the product is well within the warranty period. In accordance with the warranty agreement, I kindly request that you initiate the process for replacing the defective product at the earliest. Attached are copies of the purchase invoice and warranty card for your reference.

Please guide me on the necessary steps to complete the exchange, and advise if any further information is required from my side. I trust you will address this matter promptly and facilitate a smooth replacement to ensure continued customer satisfaction.

I look forward to your swift response and a resolution to my complaint.

Sincerely,  
[Your Name]