

# Sample Letter Requesting Refund for Damaged Goods Under Warranty

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

[Recipient's Name]  
[Seller/Manufacturer Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Request for Refund – Damaged Goods Under Warranty

Dear [Recipient's Name],

I am writing to formally request a refund for the following product, which I purchased from your company on [Purchase Date]:

- **Product Name/Description:** [Product Name/Description]
- **Order/Invoice Number:** [Order or Invoice Number]
- **Serial Number (if applicable):** [Serial Number]

Unfortunately, the product has been found to be damaged/defective. The nature of the damage is as follows:

[Briefly describe the damage or defect]

As per the warranty terms stated at the time of purchase, this product is covered under a warranty valid until [Warranty Expiration Date]. I have attached relevant purchase documents and photographs of the damaged goods for your reference.

In accordance with your warranty policy, I kindly request a full refund for this product. Please let me know the procedure for returning the item and the expected timeline for the refund.

I look forward to your prompt response and resolution of this matter. Please contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your attention to this issue.

Sincerely,  
[Your Name]