

# Claim Adjustment Letter Sample for Defective Product Replacement Request

Date: [Insert Date]

[Supplier/Manufacturer Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Customer Service/Recipient Name],

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

- **Product Name/Model:** [Insert Product Name/Model]
- **Order Number:** [Insert Order Number]
- **Date of Purchase:** [Insert Purchase Date]
- **Warranty Reference (if applicable):** [Insert Warranty Information]

Upon receiving the product on [Insert Date Received], I discovered the following issue(s):

**[Describe in detail the nature of the defect, including how and when it was discovered]**

According to the warranty policy and the terms outlined at the time of purchase, I understand that defective items are eligible for a replacement or adjustment. I kindly request that you initiate the process for issuing a replacement product at your earliest convenience.

Attached are copies of my proof of purchase and photographs documenting the defect for your reference.

I appreciate your prompt attention to this matter and look forward to your positive response. Please let me know if additional information is required.

Sincerely,

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]