

Sample Letter for Replacement of Faulty Electronic Product

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Replacement of Faulty Electronic Product

Dear [Recipient Name],

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

- Product Name: [Product Name]
- Model/Serial Number: [Model/Serial Number]
- Date of Purchase: [Purchase Date]
- Order/Invoice Number: [Order/Invoice Number]

Shortly after purchase, I began experiencing the following issue(s) with the product: [Describe the fault or malfunction in detail, including any troubleshooting steps taken]. This issue has persisted despite my efforts to resolve it, and the product is still within the warranty/return period.

In accordance with your company's warranty and return policy, I kindly request that the faulty product be replaced with a new, fully functioning unit. I have attached copies of the purchase receipt and warranty card for your reference.

I would appreciate your prompt attention to this matter and hope for a positive and timely resolution. Please let me know if you require any additional information.

Thank you for your assistance.

Sincerely,
[Your Name]