

Subject: Request for Partial Refund Due to Workmanship Defect

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a concern regarding an issue with the product/service I recently purchased from your company-**[Product/Service Name, Order Number, and Date of Purchase]**.

Upon receiving and inspecting the item/service, I noticed a workmanship defect affecting its functionality/appearance-for example, *[briefly describe the defect, e.g., misaligned seams, faulty components, incomplete work, etc.]*. I have attached clear photos for your reference to illustrate the problem.

I have been otherwise satisfied with your services/products in the past and believe this may be an isolated incident. To resolve this issue amicably, I kindly request a partial refund as compensation for the quality concern. I believe this adjustment would be a fair resolution in light of the circumstances.

For your reference, I have attached proof of purchase and images of the defect. Please let me know if additional information is required to process my request.

I appreciate your attention to this matter and look forward to your prompt response so we can resolve it to our mutual satisfaction.

Thank you very much for your understanding and support.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Order Number, if not provided above]

[Attachments: Proof of Purchase, Photos of Defect]