

Product Return Request for Damaged Item

Dear [Retailer Name],

I hope this message finds you well. I am writing to formally request a return for a product that I received damaged.

Order Number: [Your Order Number]

Product Name: [Product Name]

Purchase Date: [Purchase Date]

Upon receiving the item on [Delivery Date], I noticed that [describe the damage, e.g., it was broken, it has a defect, etc.]. I have attached photographs of the damaged product for your reference.

I would like to request a return label and instructions on how to return the product. I appreciate your assistance in resolving this matter.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Address]

[Your Email Address]

[Your Phone Number]