

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service
Company Name
Company Address
City, State, Zip Code

Dear Customer Service Team,

I hope this message finds you well. I am writing to request a return for a gift item I received. The details of the product are as follows:

- Product Name: [Product Name]
- Order Number: [Order Number]
- Purchase Date: [Purchase Date]

Unfortunately, the item is not suitable for my needs. I understand your return policy allows for returns within [Return Period], and I would like to proceed with the return process.

Please let me know if you require any additional information or if there are specific procedures I should follow to complete this return. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]