

Product Return Request for Refund

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Customer Service Team/Specific Name],

I am writing to formally request a return and refund for a product I purchased from your company on [Purchase Date]. The details of the purchase are as follows:

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

Unfortunately, the product did not meet my expectations due to [briefly explain reason for return, e.g., defective item, wrong item sent, etc.]. I would like to return the product and request a full refund as per your return policy.

Please let me know the next steps in the return process, including any specific instructions or forms that I may need to complete. I look forward to your swift response to this matter, and I appreciate your attention to my request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]