

# Product Return Request

Date: [Insert Date]

To: [Company Name]

Customer Service Department

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the return of a product I purchased from your company on [Purchase Date]. The product, [Product Name], has not met my expectations due to [Brief Description of the Issue].

Order Number: [Insert Order Number]

I would appreciate your guidance on the return process and any necessary steps I need to follow. I have attached a copy of my receipt for your reference.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]