

Product Return Approval Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request approval for the return of a product I purchased on [Insert Purchase Date]. The details of the product are as follows:

- Product Name: [Insert Product Name]
- Order Number: [Insert Order Number]
- Purchase Price: [Insert Price]

Unfortunately, the product did not meet my expectations due to [briefly explain the reason for return, e.g., defect, wrong item, etc.]. I have attached a copy of my order confirmation for your reference.

I would appreciate your prompt approval for this return so I can proceed with the return process. Please let me know if you need any additional information.

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

Sincerely,

[Your Name]