

Return Authorization for Defective Items

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear Customer Service,

I am writing to request a return authorization for a defective item I purchased from your store. The details of the item are as follows:

- Order Number: [Insert Order Number]
- Item Name: [Insert Item Name]
- Purchase Date: [Insert Purchase Date]
- Defect Description: [Insert Description of Defect]

The item is not functioning as expected, and I would like to return it for a refund/replacement. Please provide me with the return authorization number and any further instructions for the return process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]