

Return Policy Request for Store Credit

Date: [Insert Date]

To: [Store Name]

Address: [Store Address]

Dear [Store Manager/Customer Service],

I hope this message finds you well. I am writing to request information regarding your return policy, specifically concerning store credit for items purchased on [insert purchase date].

Order Number: [Insert Order Number]

Items to be returned: [List Items]

I would appreciate it if you could provide me with the following details:

- Eligibility criteria for returns for store credit
- The process for returning items and obtaining store credit
- Any time limits or restrictions applicable

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

Sincerely,

[Your Name]

[Your Contact Information]