

Return Authorization Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name] Customer Service,

I am writing to request a return authorization for defective merchandise that I purchased on [purchase date]. The details of the product are as follows:

- Product Name: [Insert Product Name]
- Order Number: [Insert Order Number]
- Defect Description: [Briefly describe the defect]

Despite following all care instructions, the item has failed to perform as expected. I would like to request a return authorization so that I can return the merchandise for a refund or replacement.

Please let me know the steps I need to follow to complete this process. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]