

# Product Return Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Customer Service Team/Specific Name],

I am writing to request a return for an online purchase I made on [Insert Purchase Date]. The details of the order are as follows:

- Order Number: [Insert Order Number]
- Product Name: [Insert Product Name]
- Purchase Price: [Insert Price]
- Reason for Return: [Insert Reason]

According to your return policy, I understand that I am eligible for a return within [Insert Return Period] days after receipt of the product. I have included a copy of the original invoice with this letter.

Please let me know the next steps in the return process, including any necessary shipping labels or forms. I appreciate your assistance in resolving this matter promptly.

Thank you for your attention to this request. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]