

Return Request for Damaged Item

Your Name: [Your Name]

Your Address: [Your Address]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To: [Company Name]

Company Address: [Company Address]

Dear Customer Service,

I am writing to formally request the return of a damaged item that I received from your company. The details of the purchase are as follows:

- **Order Number:** [Order Number]
- **Item Description:** [Item Name/Description]
- **Date of Purchase:** [Purchase Date]

Upon receiving the item, I noticed that it was damaged. [Brief description of the damage, e.g., "The item has a significant dent and is not functioning properly."]

As per your return policy, I would like to initiate the return process and request a replacement or a full refund. Please let me know how to proceed with the return, including any necessary paperwork or shipping instructions.

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

Sincerely,

[Your Name]