

# Return Notification for Broken Item

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Customer Service>Returns Department],

I am writing to notify you of a broken item that I recently 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]

Unfortunately, the item arrived [describe the issue, e.g., "broken," "damaged," etc.]. I have attached photos for your reference.

I would like to initiate a return for this item and request a replacement or refund. Please let me know the next steps in the return process.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Address]  
[Your Email]  
[Your Phone Number]