Product Return Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to inquire about returning a product I purchased from your store on [Purchase Date]. Unfortunately, the item [Product Name/Description] did not meet my expectations due to [Brief Explanation of the Issue].

The order number is [Order Number], and I have attached a copy of the receipt for your reference.

I would appreciate your guidance on how to proceed with the return process. Thank you for your assistance.

Sincerely,

[Your Name]