

# Product Return Request for Damaged Item

Dear [Customer Support Team>Returns Department],

I hope this message finds you well. I am writing to request a return for a damaged item that I purchased from your store on [purchase date]. The details of the order are as follows:

- **Order Number:** [Order Number]
- **Item Name:** [Product Name]
- **Purchase Date:** [Purchase Date]
- **Damage Description:** [Brief Description of the Damage]

Attached to this email are photographs of the damaged item as proof of the condition.

I would appreciate it if you could provide me with instructions on how to proceed with the return and any necessary return shipping labels. Thank you for your attention to this matter.

Best regards,  
[Your Name]  
[Your Address]  
[Your Email]  
[Your Phone Number]