

Return Authorization Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Subject: Request for Return Authorization

Dear [Customer Service Team/Relevant Contact],

I am writing to request a return authorization for a defective product that I purchased from your company on [Purchase Date]. The details of the item are as follows:

- Order Number: [Order Number]
- Item Name: [Product Name]
- Quantity: [Quantity]
- Purchase Price: [Price]

Unfortunately, the product has not functioned as expected due to [brief description of the defect or issue]. I have enclosed copies of my receipt and any other relevant documents for your reference.

Per your return policy, I would like to request a Return Merchandise Authorization (RMA) so that I may return the defective item for a replacement or refund. Please let me know the process I should follow to complete this return.

Thank you for your assistance in resolving this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]