

# Return and Refund Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear Customer Service,

I am writing to request a return and refund for a tech product that I purchased from your store on [Purchase Date]. The details of the product are as follows:

- Product Name: [Insert Product Name]
- Model Number: [Insert Model Number]
- Order Number: [Insert Order Number]

Unfortunately, the product has not met my expectations due to [State Reason: defective, incorrect item, etc.]. As per your return policy, I would like to initiate the return process.

Enclosed, you will find a copy of my purchase receipt as well as any relevant documentation. I would appreciate it if you could provide instructions on how to proceed with the return and expect a full refund to my original payment method.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]