

Return Authorization Request

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

To: [Company Name]

Address: [Company Address]

Dear Customer Service,

I am writing to request a return authorization for my recent purchase (Order Number: [Order Number]) made on [Purchase Date]. Unfortunately, the product does not meet my expectations due to [Reason for Return].

Please provide me with the necessary return authorization and instructions for sending the item back. I would appreciate your prompt response to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]