

Return Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Name],

I hope this message finds you well. I am writing to request the return of a gift item that I received on [Date of Gift]. The gift was purchased from your store, and the order number is [Order Number].

The item I wish to return is [Description of Item, including size/color]. Unfortunately, it is [reason for return: the wrong size, damaged, defective, etc.].

I would appreciate your assistance in processing this return. Please let me know what steps I need to follow to return the item, and if there are any specific forms or information you require from me.

Thank you for your help, and I look forward to your prompt response.

Sincerely,

[Your Name]