

# Return Shipping Label Request

Date: [Insert Date]

To: [Vendor/Company Name]

Address: [Vendor/Company Address]

Email: [Vendor/Company Email]

Order Number: [Insert Order Number]

Dear [Vendor/Company Name],

I hope this message finds you well. I am writing to request a return shipping label for my recent order placed on [Insert Order Date]. Unfortunately, the item received does not meet my expectations due to [briefly explain reason for return].

Details of the Order:

- Item Name: [Insert Item Name]
- Order Number: [Insert Order Number]
- Purchase Date: [Insert Purchase Date]

Could you please provide me with a return shipping label at your earliest convenience? I appreciate your assistance in this matter and look forward to resolving this quickly.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]