

Return Authorization Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request a return authorization for the following item(s) purchased on [Insert Purchase Date]:

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

Reason for return: [Insert Reason for Return].

Please let me know the next steps and any necessary information required to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]