

# Product Return Request for Full Refund

Date: [Insert Date]

Vendor Name: [Insert Vendor Name]

Vendor Address: [Insert Vendor Address]

Order Number: [Insert Order Number]

Product Name: [Insert Product Name]

Product SKU: [Insert Product SKU]

Dear [Vendor Name],

I am writing to formally request the return of the product mentioned above and a full refund. Unfortunately, the item did not meet my expectations due to [insert reason: defective, wrong item, not as described, etc.].

I have attached a copy of my purchase receipt and photographs of the item for your reference.

According to your return policy, I believe I am eligible for a full refund. Please provide instructions on how to proceed with the return.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]