

# Product Return Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I am writing to formally request a return of the product ordered on [Order Date] with Order Number: [Order Number]. Unfortunately, the quality of the product does not meet our expectations as specified in the purchase agreement.

Details of the product are as follows:

- Product Name: [Product Name]
- Model Number: [Model Number]
- Quantity: [Quantity]

Upon inspection, we found the following issues:

- [Issue 1]
- [Issue 2]
- [Issue 3]

We kindly request instructions on how to proceed with the return process and any necessary return merchandise authorization (RMA) number that may be required.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position (if applicable)]

[Your Company Name (if applicable)]