

Product Return Request

Vendor Hotline
[Vendor Name]
[Vendor Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

Dear [Vendor Name],

I am writing to formally request the return of the following product(s) purchased from your company:

- Product Name: [Insert Product Name]
- Order Number: [Insert Order Number]
- Purchase Date: [Insert Purchase Date]
- Reason for Return: [Insert Reason]

Please let me know the process for returning this item and if there are any necessary shipping labels or documentation that I need to include.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]