

# Return and Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service>Returns Department],

I am writing to request a return and refund for an unused merchandise that I purchased from your store on [Purchase Date]. The order number is [Order Number]. The item I wish to return is [Description of Merchandise], which is in its original packaging and has not been used.

As per your return policy, I believe I am eligible for a full refund. Please provide me with the necessary instructions on how to proceed with this return. I would appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]