

Return Request for Damaged Goods

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I hope this message finds you well. I am writing to formally request the return of a damaged item I received from your company. The details are as follows:

- Order Number: [Insert Order Number]
- Item Description: [Insert Item Description]
- Purchase Date: [Insert Purchase Date]

Upon receiving the item on [Insert Delivery Date], I noticed it was damaged [describe the damage briefly]. I have attached photographs of the damage for your review.

I would appreciate information on the return process and any steps I need to follow to exchange the item or receive a refund.

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

Sincerely,

[Your Name]