

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear Customer Service Team,

I hope this message finds you well. I am writing to inquire about the return procedures for a damaged product I recently received from your company, order number [Order Number].

Upon opening the package, I noticed that the item was [describe the damage or issue briefly]. I would like to know the steps I should take to return this product and receive a replacement or refund.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]