Return Request for Damaged Items

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service/Returns Department],

I am writing to request a return for an item I received that arrived damaged. The details of the purchase are as follows:

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

Upon receiving the item, I noticed the following damage: [Describe the damage]. I have attached photographs for your reference.

According to your return policy, I would like to initiate a return and request a refund or a replacement for the damaged item. Please let me know the next steps I should take to proceed with this return.

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

Sincerely,

[Your Name]