

Product Return Request

Dear [Retailer/Company Name],

I hope this message finds you well. I am writing to initiate a return for a product I purchased on [Purchase Date], with the order number [Order Number].

The item in question is [Product Name/Description], which, unfortunately, did not meet my expectations due to [brief explanation of the reason for the return, e.g., defective, wrong item, etc.].

According to your return policy, I would like to request a return authorization and instructions on how to proceed with the return process. I have attached a copy of my receipt for your reference.

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

Sincerely,
[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]