

Return Authorization Letter

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 authorization for a faulty item that I purchased from your store. The details of the item are as follows:

- **Item Name:** [Insert Item Name]
- **Order Number:** [Insert Order Number]
- **Purchase Date:** [Insert Purchase Date]
- **Fault Description:** [Insert Description of the Fault]

I would appreciate your assistance in processing this return. Please provide me with a return authorization number and any instructions necessary for the return shipment.

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

Sincerely,

[Your Name]