

Return and Refund Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request a return and refund for a damaged item I recently received from your store. The details of the order are as follows:

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

Upon receiving the item on [Insert Delivery Date], I noticed that it was damaged and not in the condition expected. I have attached photographic evidence of the damage for your review.

As per your return policy, I would like to initiate the return process and request a full refund to my original payment method.

Please let me know the next steps to proceed with the return. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]