

Product Return Request

Date: [Insert Date]

To: [Insert Company Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I am writing to request a return for a product I purchased on [purchase date], with the order number [order number]. The details of the product are as follows:

- Product Name: [Product Name]
- Product ID: [Product ID]
- Quantity: [Quantity]

The reason for the return is [briefly explain the reason, e.g., defective item, incorrect item received, etc.].

I would appreciate your guidance on the return process and any information regarding the return shipping label. Please let me know if you require any additional information from my side.

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

Sincerely,

[Your Name]