

Return Gift Request

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request a return for a gift that I received, which was purchased from your website. The details of the order are as follows:

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

The reason for the return is: [Insert Reason].

I would appreciate your guidance on how to proceed with the return process and any necessary steps I need to take.

Thank you for your assistance.

Sincerely,

[Your Name]