

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Store Name]

[Store Address]

[City, State, Zip Code]

Dear [Store Manager's Name],

I hope this message finds you well. I am writing to formally request a return for a gift I received from your store, [insert item description], purchased on [insert purchase date]. Unfortunately, due to [insert reason for return, e.g., incorrect size, color, etc.], I would like to return the item.

I would appreciate it if you could issue store credit for the returned item. Please let me know the next steps in this process and if there is any specific information you need from me.

Thank you for your assistance.

Sincerely,

[Your Name]