

Return Policy Violation Report

Date: [Date]

To: [Recipient Name]

From: [Your Name]

Subject: Return Policy Violation

Dear [Recipient Name],

I am writing to formally report a violation of the return policy as outlined in our company's guidelines. The details are as follows:

- **Order Number:** [Order Number]
- **Customer Name:** [Customer Name]
- **Date of Purchase:** [Purchase Date]
- **Description of Violation:** [Description]
- **Evidence:** [Attach any relevant documents or evidence]

It is crucial that we address this issue promptly to maintain compliance with our policies. I recommend that we investigate this matter further and take appropriate action as necessary.

Thank you for your attention to this matter. Please do not hesitate to contact me should you require any additional information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]