

# Product Return Request

Date: [Insert Date]

To: [Company Name]

[Company Address]

Dear [Customer Service Team/Manager's Name],

I hope this message finds you well. I am writing to formally request the return of a product I purchased from your store on [Insert Purchase Date]. The details of the product are as follows:

- Product Name: [Insert Product Name]
- Order Number: [Insert Order Number]
- Purchase Amount: [Insert Purchase Amount]

Unfortunately, the product did not meet my expectations/was defective/was the wrong item sent (specify reason). In accordance with your return policy, I would like to initiate the return process.

Please let me know the steps I need to follow to return the product and receive a refund. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]