

# Damage Report for Product Return

**Date:** [Insert Date]

**Your Name:** [Insert Your Name]

**Your Address:** [Insert Your Address]

**Your Email:** [Insert Your Email]

**Your Phone Number:** [Insert Your Phone Number]

## Product Details

**Product Name:** [Insert Product Name]

**Order Number:** [Insert Order Number]

**Date of Purchase:** [Insert Date of Purchase]

## Damage Description

[Describe the damage to the product in detail, including any relevant information about how the damage occurred.]

## Attached Evidence

[List any attached evidence such as photographs of the damage, receipts, etc.]

## Request for Return and Refund

I request a return authorization and a full refund for the damaged product. Please inform me of the next steps in the return process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]