

Notice of Return for Damaged Product

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Subject: Return of Damaged Product

Dear [Recipient Name],

I am writing to formally notify you regarding the return of a damaged product that I recently purchased from [Store Name] on [Purchase Date]. The details of the product are as follows:

Product Name: [Product Name]

Order Number: [Order Number]

Purchase Price: [Purchase Price]

Upon receiving the product, I observed the following damages:

- [Describe the damage]
- [Describe any other damage]

According to your return policy, I would like to initiate the return process and request a full refund or replacement. Please let me know the procedure for returning the damaged item.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]