

Product Return Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service>Returns Department],

I am writing to notify you of a damaged product that I received from your company. The details of the order are as follows:

Order Number: [Insert Order Number]

Product Name: [Insert Product Name]

Purchase Date: [Insert Purchase Date]

Unfortunately, upon receiving the product, I noticed that it was damaged [briefly describe the damage]. I have attached photographic evidence of the damage for your reference.

As per your return policy, I would like to initiate a return and request a replacement or a full refund for the damaged item. Please let me know the next steps to proceed with this process.

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

Sincerely,

[Your Name]