

Return Merchandise Authorization Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Subject: Return Merchandise Authorization Request

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

I am writing to request a Return Merchandise Authorization (RMA) for the following item(s):

- **Item Name:** [Insert Item Name]
- **Order Number:** [Insert Order Number]
- **Purchase Date:** [Insert Purchase Date]
- **Reason for Return:** [Insert Reason]

I have attached a copy of the receipt and any relevant documentation for your reference.

Please let me know the next steps to initiate this return process. I appreciate your prompt assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]