

Merchandise Return Request for Authorization

Date: [Insert date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request authorization for the return of merchandise purchased from your company. The details of my purchase are as follows:

- Order Number: [Insert order number]
- Item Description: [Insert item description]
- Purchase Date: [Insert purchase date]

Unfortunately, the item [describe the reason for the return, e.g., is defective, is not as described, etc.]. I would appreciate your assistance in processing this return.

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

Sincerely,

[Your Name]