

Return Merchandise Authorization Inquiry

Dear [Customer Service Team/ Contact Name],

I hope this message finds you well. I am writing to inquire about the Return Merchandise Authorization (RMA) process for a recent purchase I made on [purchase date].

The details of the item are as follows:

- Order Number: [Order Number]
- Product Name: [Product Name]
- Purchase Price: [Price]

Unfortunately, the item is [brief description of the issue with the product]. I would like to initiate the return process and request an RMA number.

Could you please provide me with the necessary instructions and information required for the return? I appreciate your assistance in this matter.

Thank you for your prompt attention to my inquiry. I look forward to your response.

Sincerely,
[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]