

# Return Merchandise Authorization (RMA) Request

**Date:** [Insert Date]

**To:** [Company Name]

**Address:** [Company Address]

Dear [Customer Service>Returns Department],

I am writing to request a Return Merchandise Authorization (RMA) for an incorrect shipment I received on [Insert Date of Receipt]. The order number is [Insert Order Number].

Details of the incorrect shipment are as follows:

- **Item Ordered:** [Insert Item Name and Description]
- **Item Received:** [Insert Item Name and Description]
- **Quantity Ordered:** [Insert Quantity]
- **Quantity Received:** [Insert Quantity]

I would appreciate your assistance in guiding me through the return process for the incorrect item. Please let me know if any additional information is required.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]