

Return Merchandise Authorization (RMA) Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear Customer Service Team,

I am writing to request a Return Merchandise Authorization (RMA) for a defective item I purchased through your website. Below are the details of the purchase:

Order Number: [Order Number]

Item Name: [Item Name]

Item SKU: [Item SKU]

Purchase Date: [Purchase Date]

Issue Description: [Description of the defect or issue]

According to your return policy, I believe I am eligible for a return due to this defect. I would appreciate it if you could provide me with the necessary RMA number and any further instructions to complete this return process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]