

# After-Sales Service Product Return Request

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Email: [Insert Customer Email]

Phone Number: [Insert Customer Phone Number]

## **Subject: Request for Product Return**

Dear [Customer Service Team/Specific Name],

I am writing to request the return of a product I purchased from your store on [Insert Purchase Date]. The product details are as follows:

- Product Name: [Insert Product Name]
- Order Number: [Insert Order Number]
- Purchase Amount: [Insert Amount]

Unfortunately, the product did not meet my expectations due to [briefly explain the reason for the return, e.g., defect, wrong item, etc.]. As per your return policy, I would like to initiate the return process.

Please let me know the next steps and if there are any specific instructions for returning the product. I can be reached at [Insert Preferred Contact Method] for any further questions.

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

Sincerely,

[Insert Customer Name]