

Product Return Authorization Appeal

Date: [Insert Date]

To: [Company Name]

Customer Service Department

[Company Address]

Email: [Company Email]

Dear [Customer Service Manager's Name],

I hope this message finds you well. I am writing to formally appeal for a product return authorization for my [product name], purchased on [purchase date] (Order Number: [order number]). Unfortunately, I have encountered issues with the product that I believe fall under the warranty policy.

Since the purchase, I have been experiencing [brief description of the issue]. Despite following the troubleshooting steps outlined in your warranty policy, the issue persists. I have attached copies of my purchase receipt, warranty documentation, and any relevant correspondence for your review.

I kindly request your assistance in this matter, as I would like to proceed with the return process as guided by your warranty terms. I appreciate your attention to this issue and am looking forward to your prompt response.

Thank you for your understanding and support.

Sincerely,

[Your Full Name]

[Your Address]

[Your Email]

[Your Phone Number]