

Product Return Authorization Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to request a product return authorization for an order that I received late. My order number is [Insert Order Number], and the product is [Insert Product Name]. According to your policy, products must be returned within [Insert Return Window] days of receipt, and I believe my situation qualifies.

The product was delivered on [Insert Delivery Date], which was beyond the expected delivery timeframe of [Insert Expected Delivery Date]. As I was unable to use the product in a timely manner due to this delay, I would like to initiate a return.

Please provide me with the necessary return authorization number and instructions on how to return the product. I appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your assistance.

Sincerely,

[Your Name]