

Return Authorization Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Subject: Request for Product Return Authorization

Dear [Customer Service Team/Specific Contact Name],

I am writing to request a return authorization for a defective item I purchased from your company on [Purchase Date]. The details of the product are as follows:

- **Product Name:** [Product Name]
- **Order Number:** [Order Number]
- **Purchase Price:** [Purchase Price]

Unfortunately, I have encountered the following issue with the product: [Describe the defect or problem].

As per your return policy, I would like to initiate the return process and request a Return Merchandise Authorization (RMA) number. Please let me know if there are any specific steps I should follow to facilitate this process.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]