

Product Return Authorization Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Subject: Product Return Authorization Request for Unused Products

Dear [Customer Service Team/Manager's Name],

I am writing to request authorization for the return of an unused product that I purchased on [Purchase Date]. The details of the product are as follows:

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

The reason for the return is [Reason for Return]. As per your return policy, I understand that I am eligible for a return since the product is unused and in its original condition.

Please provide me with the necessary return authorization and instructions on how to proceed with the return. I appreciate your assistance in this matter.

Thank you for your prompt attention to my request.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]