

Product Return Authorization Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone Number: [Your Phone Number]

Dear [Customer Service Team/Specific Name],

I am writing to request a product return authorization for an unwanted purchase I made on [Purchase Date]. The details of the product are as follows:

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

Unfortunately, this product did not meet my expectations due to [state reason for return, e.g., wrong size, not as described, etc.]. I would like to request an authorization to return this item and receive a full refund.

Please send me the return authorization number and any necessary instructions for returning the item. I appreciate your assistance with this matter.

Thank you for your prompt attention to my request.

Sincerely,

[Your Name]