

# Return Authorization Appeal

Date: [Insert Date]

To: [Insert Company Name]

Address: [Insert Company Address]

Dear [Customer Service Team/Specific Name],

I am writing to formally appeal the return authorization for my order #[Insert Order Number], which I received on [Insert Receipt Date]. I initially requested a return due to [briefly describe reason for return], but I understand that the time frame may not have been in compliance with your return policy.

However, I would like to highlight that the delay in my order was due to [explain any circumstances that caused the delay, if applicable, e.g., shipping issues, weather, etc.]. I believe this scenario warrants a reconsideration of my return request.

As a loyal customer of [Insert Company Name], I appreciate the quality of your products and would love to continue my relationship with your brand. I am kindly asking you to review my case and grant me the return authorization despite the late notice.

Thank you for considering my appeal. I look forward to your prompt response so that we can resolve this matter amicably.

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]