# Return Authorization Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]


Dear Customer Service,

I am writing to request a return authorization for a damaged package I received. The order number is [Insert Order Number], and the item damaged is [Insert Item Description]. I received the package on [Insert Delivery Date].

Upon opening the package, I discovered that the item was [describe the damage, e.g., broken, scratched, etc.]. I have attached photos of the damaged item for your review.

According to your return policy, I would like to initiate a return request and receive a replacement for the damaged item. Please provide me with the necessary return authorization details and any further instructions to proceed with this request.

Thank you for your attention to this matter. I look forward to your prompt response.


Sincerely,

[Your Name]