Return Authorization Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Team

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to request a return authorization for a product I recently received in error. My order number is [Insert Order Number], placed on [Insert Order Date].

Unfortunately, I received the wrong item, which is [Describe Incorrect Product], instead of the item I ordered, [Describe Correct Product]. I would like to initiate the return process for the incorrect item and obtain authorization to return it.

Could you please provide me with the necessary return authorization number and instructions for returning the wrong product? I appreciate your assistance in resolving this matter promptly.

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

Sincerely,

[Your Name]