

# Return Authorization Petition

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a return authorization for a gift that I recently received on [Insert Date of Gift Received]. The item in question is [Describe the Item/Include Order Number if applicable].

Unfortunately, the item [describe the issue e.g., "was not the correct size", "is defective", "I already have one", etc.]. As such, I would appreciate your assistance in processing a return for this gift.

Please let me know the next steps for obtaining a return authorization. I am happy to provide any additional information you may need.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Address]

[Your City, State Zip Code]

[Your Email Address]

[Your Phone Number]