

Return Authorization Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

City, State, Zip: [City, State, Zip]

Dear [Customer Service>Returns Department],

I am writing to request a return authorization for a defective item that I purchased from your store. The details of the item are as follows:

- Order Number: [Insert Order Number]
- Item Description: [Insert Item Name/Description]
- Purchase Date: [Insert Purchase Date]
- Defect Description: [Briefly Describe the Defect]

Please let me know the steps I need to take to return this item and receive a replacement or refund. I would appreciate your prompt assistance in this matter.

Thank you for your attention to this issue. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]