

Return Authorization Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Order Number: [Insert Order Number]

Customer Name: [Your Name]

Customer Email: [Your Email]

Customer Phone: [Your Phone Number]

Subject: Request for Return Authorization

Dear [Customer Service Team/Specific Contact],

I am writing to request a return authorization for my recent purchase from [Company Name].
The details of my order are as follows:

- Item Name: [Insert Item Name]
- Item SKU: [Insert Item SKU]
- Purchase Date: [Insert Purchase Date]
- Reason for Return: [Insert Reason (e.g., defective item, wrong size, etc.)]

I would appreciate it if you could provide me with a return authorization number and instructions on how to proceed with the return process.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]