

# Reimbursement Request for Returned Merchandise

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally request reimbursement for merchandise that I returned on [Insert Return Date]. The details of the return are as follows:

- Order Number: [Insert Order Number]
- Item Description: [Insert Item Description]
- Return Tracking Number: [Insert Tracking Number]

The item was returned in accordance with your return policy, and I have attached the return receipt for your reference.

I would appreciate it if you could process my reimbursement to the original payment method at your earliest convenience. If additional information is required, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]