

Return Authorization Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request a Return Authorization Number (RAN) for my recent purchase (Order Number: [Insert Order Number]) made on [Insert Purchase Date].

Unfortunately, the item [Insert Item Name or Description] did not meet my expectations due to [reason for return: defect, wrong item, etc.]. I have ensured that the item is unused and in its original packaging, which I believe aligns with your return policy.

Please provide me with the Return Authorization Number at your earliest convenience so that I may proceed with the return process.

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

Sincerely,

[Your Name]