

Return Authorization Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Person's Name],

I am writing to request a Return Authorization Number (RAN) for my recent order #[Order Number], placed on [Order Date]. Due to [reason for the return: defective item, wrong item, etc.], I would like to return the product.

Details of the item are as follows:

- Item Name: [Item Name]
- SKU/Model Number: [SKU/Model Number]
- Purchase Date: [Purchase Date]

According to your return policy, I am eligible for a return and request the issuance of a Return Authorization Number at your earliest convenience. Please inform me of the next steps and any necessary documentation I should include with the return.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]