Request for Return Authorization Number

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/Specific Name],

I am writing to formally request a Return Authorization Number for the product I purchased on [Insert Purchase Date], with order number [Insert Order Number].

The product details are as follows:

- Product Name: [Insert Product Name]
- Model Number: [Insert Model Number]
- Purchase Price: [Insert Purchase Price]

Unfortunately, the product has [briefly describe the issue - e.g., 'not functioned as advertised' or 'arrived damaged']. According to your return policy, I believe I am eligible for a return and refund.

Please provide me with a valid Return Authorization Number at your earliest convenience so I can initiate the return process.

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

Sincerely,

[Your Name]