

Request for Return Authorization Number

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to request a Return Authorization Number for my recent purchase made on [Purchase Date] with order number [Order Number]. Unfortunately, the item [describe the item briefly] did not meet my expectations due to [state reason for return - e.g., wrong size, defective item, etc.].

As per your return policy, I would like to initiate the return process and kindly ask for the Return Authorization Number at your earliest convenience. I appreciate your assistance in this matter.

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

Best regards,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]