

# Return Authorization Number Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Subject: Request for Return Authorization Number

Dear [Customer Service Team/Specific Contact Name],

I hope this message finds you well. I am writing to request a Return Authorization Number (RAN) for my recent order [Order Number], which I received on [Date of Receipt]. Unfortunately, due to [brief explanation of the reason for return], I would like to initiate a return process.

To assist you in processing this request, I have included the necessary details below:

- Order Number: [Order Number]
- Item(s) to be Returned: [List of Item(s)]
- Reason for Return: [Reason]
- Purchase Date: [Purchase Date]

Please let me know the steps I need to follow to obtain the return authorization number and any additional information I may need to process the return efficiently.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]