

Return Authorization Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Request for Return Authorization Number

Dear [Customer Service>Returns Department],

I am writing to request a Return Authorization Number for an item I would like to return. Below are the details of the purchase:

- Order Number: [Insert Order Number]
- Item Description: [Insert Item Description]
- Purchase Date: [Insert Purchase Date]
- Reason for Return: [Insert Reason for Return]

I understand your return policy and would appreciate guidance on obtaining a Return Authorization Number in order to proceed with the return.

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

Sincerely,

[Your Name]