

Return Authorization Request

Date: [Insert Date]

To: [Company Name]

Customer Service Department

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I hope this message finds you well. I am writing to request a Return Authorization Number for my recent purchase from your company.

Order Number: [Insert Order Number]

Item Description: [Insert Item Description]

Purchase Date: [Insert Purchase Date]

The reason for the return is [Insert Reason for Return]. I would appreciate your assistance in this matter and kindly request the return authorization number at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]