

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the return of [item description, including model and order number] that I purchased on [purchase date]. Unfortunately, the item did not meet my expectations due to [brief reason for return, e.g., it was damaged, the wrong item sent, etc.].

According to your return policy, I understand that I am eligible for a return/refund within [return period] of purchase. I have attached a copy of my receipt for your reference.

Please provide instructions on how to proceed with this return. I would appreciate a prompt response to this matter.

Thank you for your attention to this issue.

Sincerely,  
[Your Name]