

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

Dear [Customer Service Manager/Specific Name if known],

Subject: Product Return Request for [Product Name/Order Number]

I hope this message finds you well. I am writing to formally request the return of a product I purchased from your store on [Purchase Date]. The details of the product are as follows:

- Product Name: [Product Name]
- Order Number: [Order Number]
- Purchase Date: [Purchase Date]

Unfortunately, [brief explanation of the reason for the return, e.g., the product was defective, not as described, etc.]. According to your return policy, I believe I am eligible for a return and refund.

I have attached a copy of the receipt and any other required documentation for your reference. Please let me know the steps I need to follow to complete this return.

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

Sincerely,  
[Your Name]