

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

Dear [Customer Service Team/Specific Contact Name],
I am writing to request the return of items that I purchased from [Order Number or Purchase Date]. The details of the items are as follows:

- Item Name/Description: [Item 1 Name]
- Order Number: [Order Number]
- Reason for Return: [Brief Explanation]
- Item Name/Description: [Item 2 Name]
- Order Number: [Order Number]
- Reason for Return: [Brief Explanation]

I have included the original receipt and any necessary documentation for your reference. I would appreciate guidance on the return process and any specific instructions I should follow.

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]