

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Subject: Return of Merchandise

Dear [Recipient's Name],

I am writing to formally request the return of [product name or description], which was purchased on [purchase date] under order number [order number].

The reason for this return is [briefly explain reason for return, e.g., defective item, wrong item, etc.].

According to your return policy, I have enclosed all necessary documents including the original receipt and any other required paperwork.

Please confirm the receipt of this return request and let me know if there are any additional steps I need to 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)]