

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

CJ Pony Parts

[Company Address]  
[City, State, ZIP Code]

Subject: Return Request for Order #[Order Number]

Dear CJ Pony Parts Customer Service,

I hope this message finds you well. I am writing to request a return for an item I purchased from your store, order number #[Order Number], which was delivered on [Delivery Date].

The item I wish to return is:

- Product Name: [Product Name]
- Item Number: [Item Number]
- Quantity: [Quantity]

Unfortunately, the item did not meet my expectations due to [brief reason for return, e.g., incorrect size, damaged item, etc.]. According to your return policy, I understand that I am eligible for a return within [insert return period].

I would appreciate your guidance on the return process and any necessary steps I need to take. I have included a copy of my invoice and any other required documents for your reference.

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

Sincerely,

[Your Name]