

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

Subject: Return Courier Request

Dear [Courier Company Name/Customer Service],  
I hope this message finds you well.

I am writing to request a return courier service for a package sent to me on [Date of Original Shipment]. The details of the package are as follows:

- Tracking Number: [Your Tracking Number]
- Sender Name: [Sender's Name]
- Package Description: [Brief Description of the Package]

Due to [reason for return, e.g., wrong item received, damaged item, etc.], I would like to arrange for the item to be picked up from my address and returned to the sender.

Please let me know the next steps to initiate this return process and any necessary labels or documentation required.

Thank you for your assistance.

Sincerely,  
[Your Name]