

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

Customer Service

Ooma, Inc.

[Customer Service Address]

Subject: Request for Ooma Equipment Return Process

Dear Ooma Customer Service,

I hope this message finds you well. I am writing to initiate the return process for my Ooma equipment. My account number is [Your Account Number], and the equipment in question includes [List the Equipment, e.g., Ooma Telo, accessories, etc.].

Due to [brief reason for return, e.g., "a change in circumstances" or "dissatisfaction with the product"], I would like to return the equipment in accordance with your return policy.

Please provide me with the necessary steps and any required return shipping labels or instructions to facilitate the return process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]