

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

Subject: Request for Purchase Return

Dear [Customer Service/Return Department],

I am writing to request a return for an item I purchased from your store on [purchase date]. The details are as follows:

- Order Number: [Order Number]
- Item Description: [Item Name/Description]
- Reason for Return: [Brief description of the reason]

I would like to initiate the return process and request a refund. Please let me know the necessary steps to proceed.

Thank you for your assistance.

Sincerely,

[Your Name]
[Signature if sending by post]

Note: You may convert this text to a PDF format using any word processor or PDF creation tool.