

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

Subject: Request for Product Return

Dear [Store/Company Name/Customer Service],

I hope this message finds you well. I am writing to formally request the return of a product I purchased from your store on [Purchase Date], with the order number [Order Number].

The details of the product are as follows:

- Product Name: [Product Name]
- Product Code/ID: [Product Code/ID]
- Purchase Amount: [Purchase Amount]

Unfortunately, I am unable to keep this product due to [brief reason for return, e.g., defective, wrong item, not as described, etc.]. As per your return policy, I would like to initiate the return process and request a full refund to my original payment method.

Attached are copies of the receipt and any additional documents you require for processing the return.

Please let me know the next steps in this process, including any instructions for sending back the product.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Attachment: Receipt/Invoice]