

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Purchase Return

Dear [Recipient Name],

I am writing to formally request a return of the product purchased on [Purchase Date] with Order Number [Order Number]. The details of the product are as follows:

- Product Name: [Product Name]
- Product Code: [Product Code]
- Quantity: [Quantity]
- Reason for Return: [Reason]

As per your return policy, I have ensured that the product is unused and in its original packaging. I kindly request a full refund of the amount paid.

I have attached a copy of the invoice for your reference. Please let me know the next steps for initiating this return.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Attachments: Invoice Copy]