

[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 Purchase Return

Dear [Store/Company Name],

I am writing to request the return of a product I purchased on [Purchase Date] from your store. The details of the purchase are as follows:

- Order Number: [Order Number]
- Product Name: [Product Name]
- Purchase Amount: [Amount]

The reason for the return is [reason for return, e.g., defective item, incorrect item, etc.]. As per your return policy, I am within the return period and would like to initiate the return process.

Please let me know the next steps I should take to complete this return.

I would appreciate it if you could confirm the receipt of this letter and provide any necessary return instructions.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Attachment: Copy of Receipt, if applicable]

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Note: Please ensure to fill in all placeholder fields with your specific information before printing or saving as a PDF.