

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, PIN Code]

Subject: Request for Purchase Return

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request the return of a product that I purchased from your store on [Purchase Date] under Invoice Number [Invoice Number].

The details of the product are as follows:

- Product Name: [Product Name]
- Product Code: [Product Code]
- Quantity: [Quantity]

Upon receiving the product, I noticed [brief description of the issue, e.g., it was defective, damaged, not as described]. According to your return policy, I believe I am eligible for a return and refund.

Please find attached a copy of the invoice and photographs of the product for your reference. I kindly request you to initiate the return process and provide me with return instructions at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]