

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

[Seller's Name]  
[Seller's Address]  
[City, State, PIN Code]

Subject: Request for Return of Purchased Item

Dear [Seller's Name],

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

- Invoice Number: [Invoice Number]
- Item Description: [Item Description]
- Purchase Price: [Purchase Price]

Reason for Return: [Explain the reason for the return, e.g., defective item, wrong item sent, etc.].

As per the return policy stated on your website, I believe I am eligible for a refund/replacement. I have attached a copy of the purchase invoice along with this letter for your reference.

Please let me know the process for returning the item and receiving the refund/replacement at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Attachments: Purchase Invoice]