

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

[Company/Store Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Purchase Return

Dear [Customer Service/Manager's Name],

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]. The details of the transaction are as follows:

- Order/Invoice Number: [Order Number]
- Product Name: [Product Name]
- Purchase Price: [Price]

Unfortunately, the product did not meet my expectations due to [reason for return, e.g., defect, wrong item, etc.]. As per your return policy, I would like to return the item for a full refund.

I have attached a copy of my receipt and any relevant documentation to this letter for your reference. Please inform me about the return process and any further steps required to proceed.

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]