

[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 [Recipient's Name/Customer Service],

I am writing to formally request a return for my recent purchase  
[Order/Invoice Number] made on [Purchase Date]. The item(s) I wish to  
return is/are:

1. [Item Name/Description]
2. [Item Name/Description]
3. [Item Name/Description]

The reason for the return is:

[Reason for Return - defective, incorrect item, etc.]

I request that you initiate the return process as per your return policy.

I have attached a copy of the purchase receipt for your reference.

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

Sincerely,

[Your Name]

[Signature (if sending by post)]

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**\*\*Note:\*\*** Ensure to check and customize any specific return policy or  
required information based on the retailer's guidelines.