

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Subject: Purchase Return Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the return of a product I purchased from your store on [purchase date], with the order number [order number].

The details of the product are as follows:

- Product Name: [Product Name]
- SKU/Item Number: [SKU/Item Number]
- Quantity: [Quantity]
- Purchase Price: [Price]

Unfortunately, the product does not meet my expectations due to [reason for return - e.g., defect, wrong item, etc.]. According to your return policy, I believe I am eligible for a return and refund.

I have attached a copy of the receipt and any other relevant documents for your reference.

Please let me know the next steps regarding this return process. I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Attachments: Receipt, etc.]