

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

Subject: Request for Return of Purchased Item

Dear [Customer Service/Manager's Name],

I am writing to formally request the return of a product I purchased on [purchase date], with order number [order number]. The item, [item name/description], does not meet my expectations due to [reason for return].

As per your return policy, I understand that I am eligible to return this item within [return period] days. I have attached a copy of the invoice for your reference.

I would appreciate your guidance on how to proceed with the return process and any steps I need to take to ensure a smooth return.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]