

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

Dear [Customer Service Team/Specific Name if known],

I hope this message finds you well. I am writing to request support for a return of an item I purchased from your store on [purchase date]. The order number is [order number].

The item [describe the item, including details such as color, size, model number] is [explain the reason for the return, e.g., defective, the wrong item sent, no longer needed, etc.].

According to your return policy, I believe I am eligible for a return and would appreciate your guidance on the next steps to facilitate this process.

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

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]