

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

Customer Service

TJ Maxx

[Store Address or Company Address]
[City, State, Zip Code]

Subject: Return Authorization Request

Dear Customer Service,

I hope this letter finds you well. I am writing to request a return authorization for an item purchased from TJ Maxx. Below are the details regarding my purchase:

- Order Number: [Your Order Number]
- Item Description: [Description of Item]
- Purchase Date: [Date of Purchase]
- Reason for Return: [Brief Explanation]

I understand the return policy and would like to follow the necessary steps to ensure a smooth return process. Please provide me with the authorization code or any further instructions needed for returning the item.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]