

[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 Authorization for VHS Player

Dear [Customer Service>Returns Department],

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

Unfortunately, the item has not met my expectations due to [briefly explain reason: defect, no longer needed, etc.].

Please provide me with the necessary return authorization instructions and any relevant shipping details.

Thank you for your assistance.

Sincerely,  
[Your Name]