

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

Subject: Product Return Request

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a return for a product I purchased from your company on [Purchase Date]. The details of the product are as follows:

- Product Name: [Product Name]
- Order Number: [Order Number]
- Purchase Amount: [Purchase Amount]

Unfortunately, the product [briefly state reason for return, e.g., was defective, not as described, etc.]. As per your return policy, I would like to initiate the return process.

Please let me know the necessary steps to proceed with the return, including any forms I may need to fill out and the return shipping address.

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

Sincerely,

[Your Name]