

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

Dear [Recipient Name],

Subject: Product Return Request - Order Number [Your Order Number]

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

- Product Name: [Product Name]
- Model/ID: [Product Model/ID]
- Purchase Price: [Purchase Price]

Unfortunately, the product did not meet my expectations due to [brief reason for return, e.g., defective item, incorrect item received, etc.]. As per your return policy, I would like to initiate the return process. I have attached a copy of the purchase receipt and any relevant documentation for your reference. Please let me know how to proceed with the return and if you require any additional information from my side. Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]