[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Customer Service
Xolo
[Company Address]
[City, State, Zip Code]
Subject: Product Return Request
Dear Xolo Customer Service,
I hope this message finds you well. I am writing to request a return for a product I purchased from Xolo on [purchase date]. The details of my order are as follows:
- Order Number: [Order Number]
- Product Name: [Product Name]
- Purchase Price: [Purchase Price]
Unfortunately, the product did not meet my expectations due to [brief reason for return, e.g., wrong size, defective item, etc.]. As per your return policy, I would like to initiate the return process and request a refund.
Please let me know the next steps I need to follow to return the product. I appreciate your assistance in this matter.
Thank you for your attention to this request. I look forward to your prompt response.
Sincerely,
[Your Name]