

[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 of XT Battery

Dear [Customer Service Team/Specific Contact Name],

I hope this message finds you well. I am writing to request the return of an XT battery that I purchased on [Purchase Date] with order number [Order Number].

Unfortunately, [briefly explain the reason for the return, e.g., it is defective, the wrong item was sent, etc.]. As per your return policy, I would like to initiate the return process.

Please let me know the steps I need to follow to arrange for the return shipment. I would appreciate your assistance in providing me with a return authorization and any necessary instructions.

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

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]