

Your Name
Your Address
City, State ZIP Code
Email Address
Phone Number
Date

Recipient Name
Company Name
Company Address
City, State ZIP Code

Product Return Authorization Letter

Dear [Recipient Name],

I am writing to request authorization to return the following product(s) purchased from your company:

- Product Name: _____
- Model/Serial Number: _____
- Order Number: _____
- Purchase Date: _____

Reason for Return:

Please provide the return authorization number and instructions for returning the product. Kindly inform me of any further steps required to facilitate this return process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]