

# Simple Online Return Email

Subject: Return and Refund Request - Order #[Order Number]

Hello Customer Service,

I would like to return an item from my recent order and receive a full refund.

Order Details:

- Order Number: [Number]
- Purchase Date: [Date]
- Item: [Product Name and Details]
- Amount: [Price]

Reason for Return: [Select appropriate reason - doesn't fit, not as described, changed mind, received wrong item, quality issues]

The item is in original condition with all tags and packaging intact. I have not used or damaged the product in any way.

According to your return policy, I have [timeframe] days to return items, and I am well within this window. I would like to return this item and receive a full refund to my original payment method.

Please provide me with:

- Return shipping instructions
- Return authorization number if required
- Timeline for processing the refund once you receive the item

I'm happy to cover return shipping costs if required by your policy, or please let me know if you provide prepaid return labels.

Looking forward to your quick response so I can get this item back to you promptly.

Thanks!

[Your Name]

[Order Email Address]

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