[](https://www.allbusinesstemplates.com)November 28, 2018

[Contact name]  
[Address]  
[Address2]  
[City], [State/Province]

**Object: Return of product**

Dear [Contact name],

On [order date] during the Black Friday promotion period, I ordered the following product at your online store: [Product description]

Thank you for sending the product in time but after receiving and opening the package, I noticed the product is not as described.

As you will note, I am returning the product to you in its original package according to return policy on your website.

I have attached the original invoice. Please send the refund to the following account:

[account details]

Thank you in advance

Yours Sincerely,

[Your signature]

[Your name]  
[Your title]  
[Your phone number]  
[Your email address]