

Letter to Return Free Trial Product

This package contains:

1. Instructions & Checklist for Letter to Return Free Trial Product
2. Letter to Return Free Trial Product

Instructions & Checklist for Letter to Return Free Trial Product

- This package contains (1) Instructions & Checklist for a Letter to Return Free Trial Product; and (2) Letter to Return Free Trial Product;
- This form is designed to assist you in drafting a letter to return a product received as a free trial.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Ref: [Account/Invoice Number]

Dear [Name of Recipient]:

I previously requested a sample of [Product Name] through a free trial promotion you were running.

While I appreciated the opportunity to try your product, I have decided that it does not fit my needs at this time. Therefore, I am returning the remainder of my free trial to you. Please do not bill me for this product or send me additional shipments.

Thank you, in advance, for your prompt attention to this matter.

Sincerely,

[Your Name]
[Title if any or delete if none]

Enclosure