

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to inform you that I am returning the supplies that were provided on [date of receipt]. Due to [reason for return, e.g., incorrect items, surplus supplies, etc.], I need to return the following items:

1. [Item Description] - [Quantity]
2. [Item Description] - [Quantity]
3. [Item Description] - [Quantity]

I have ensured that all items are in their original condition and packaging. Please find enclosed a copy of my order confirmation and any necessary documentation for your records.

I would appreciate your guidance on the return process and would like to confirm if you will be handling the return shipping or if I should arrange it.

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

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company, if applicable]