

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Material Return Authorization

We are writing to request authorization for the return of the following materials:

****Item Description**:** [Description of the material]

****Quantity**:** [Number of units]

****Original Invoice Number**:** [Invoice number]

****Reason for Return**:** [Brief explanation of why you are returning the materials]

Please provide a return authorization number along with any special instructions for the return process. We appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Signature (if sending a hard copy)]