

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Material Return Request

I hope this message finds you well. I am writing to request the return of materials that were supplied to us on [date of receipt]. Due to [reason for return, e.g., defects, wrong items, excess quantity], we would like to initiate a return process.

Details of the materials are as follows:

- Item Description: [description]
- Quantity: [number]
- Order Number: [order number]
- Invoice Number: [invoice number]

We kindly ask for your instructions regarding the return process, including any necessary documentation or shipping labels that may be required. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Company Phone Number]