

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Return of Materials

I hope this message finds you well.

We are writing to inform you that we are returning the following materials:

1. [Item Description 1] - [Quantity]

2. [Item Description 2] - [Quantity]

3. [Item Description 3] - [Quantity]

The items mentioned above are being returned due to [reason for return, e.g., unneeded, defective, etc.]. We have ensured that the materials are in [condition, e.g., original condition, good condition, etc.] and packaged securely for return shipment.

Please expect the package to arrive by [anticipated delivery date].

Should you need any additional information or clarification, feel free to contact us at [your phone number] or [your email address].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]