

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Return of Purchase

Dear [Recipient Name],

We wish to inform you that we are returning the following items purchased on [Purchase Date] due to [reason for return, e.g., defective product, incorrect item, etc.].

****Details of the Purchase:****

- Invoice Number: [Invoice Number]

- Item Description: [Item Name]

- Quantity: [Quantity]

- Price: [Price]

We request your instructions regarding the return process. Please let us know if we need to fill out any forms or if you would like us to send the items to a specific address.

We appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Company Address]

[Attachment: Invoice Copy, if needed]

[Footer: Company Registration Number, if applicable]