

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Pin Code]

Subject: Purchase Return Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the return of the goods purchased from your esteemed organization on

[Purchase Date], under Invoice Number [Invoice Number].

Details of the Purchase:

- Item Name: [Item Name]

- Item Code: [Item Code]

- Quantity: [Quantity]

- Reason for Return: [Reason for Return]

As per our discussion on [Date of Discussion], the items are [state any defects or reasons for return]. I have attached a copy of the invoice and any relevant documents for your reference.

We request you to initiate the return process at your earliest convenience and inform us about the next steps involved. If required, we are happy to discuss this matter further.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Attachment: Invoice Copy]