

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Subject: Request for Purchase Return

Dear [Recipient's Name],

I hope this message finds you well.

We are writing to formally request the return of certain purchased items from our recent order [Order Number], dated [Order Date]. Upon inspection, we have identified the following discrepancies:

1. [Item Description 1] - [Reason for return]
2. [Item Description 2] - [Reason for return]
3. [Item Description 3] - [Reason for return]

As per our purchase agreement and your return policy, we would like to initiate the return process for the aforementioned items. We have ensured that the items are in their original condition and packaging, ready for return.

Please let us know the next steps to facilitate this process, including any required documentation or return shipping instructions.

Thank you for your attention to this matter. We appreciate your prompt response.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Company Name]

[Company GST Number] (if applicable)