

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Subject: Purchase Return Request

Dear [Supplier's Name],

I hope this message finds you well. We are writing to formally request a return of certain items purchased under Invoice Number [Invoice Number] dated [Invoice Date].

The details of the items we wish to return are as follows:

1. Item Description: [Item 1 Description]

Quantity: [Quantity]

Reason for Return: [Reason]

2. Item Description: [Item 2 Description]

Quantity: [Quantity]

Reason for Return: [Reason]

We request that these items be picked up from our premises at [Your Address] at your earliest convenience. Please confirm the return authorization at your earliest opportunity.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Attachment: Invoice Copy]

[Download Link: Purchase Return Letter PDF]