

****[Your Company Letterhead]****

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

****[Supplier's Name]****

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

****Subject: Purchase Return Request****

I hope this letter finds you well. We are writing to formally request the return of certain items we purchased from your company on [Purchase Date] under Invoice Number [Invoice Number].

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

- ****Product Name:**** [Product Name]

- ****Product Code:**** [Product Code]

- ****Quantity:**** [Number of Items]

- ****Reason for Return:**** [Detailed Explanation]

In accordance with our return policy and the mutual agreement in our previous correspondence, we kindly request your approval for the return of the above-mentioned items. We would appreciate it if you could provide us with instructions regarding the return process, including any necessary return authorization.

Please let us know if you require any further information or documentation to process this request. We look forward to your prompt response so that we can proceed accordingly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]

****Attachment:****

- [Copy of the Invoice]

- [Any relevant documentation]